APPRENTICESHIP PROGRAM STANDARDS
adopted by

WASHINGTON STATE FIRE FIGHTERS JOINT APPRENTICESHIP AND TRAINING COMMITTEE

(sponsor name)

Occupational Objective(s):	SOC#	Term [WAC 296-05-015]
FIREFIGHTER	**33-2011.00**	**6000 HOURS**
FIRE OFFICER	**33-1021.00**	**4000 HOURS**
FIRE APPARATUS DRIVER/OPERATOR	**33-2011.00**	**2000 HOURS**

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

APPROVAL:

N/A
Provisional Registration

JANUARY 16, 2025
Standards Last Amended

JULY 19, 2002
Permanent Registration

By: MARK RIKER
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By: CELESTE MONAHAN
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INTRODUCTION

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

The WSFF JATC offers career fire fighters a disciplined career training and development program which seamlessly integrates:

- **On the Job Training (OJT)**
- **Professional Certifications – IFSAC, ProBoard**
- **College level Academic Studies**

We accomplish this continuous career development program by partnering with the Community and Technical Colleges to deliver these integrated programs modeled after International Fire Chiefs Association – Officer Development Program and the National Fire Administrations FESHE Model.

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.

Geographic area covered is Washington State.

II. MINIMUM QUALIFICATIONS:

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

Age: **Minimum of 18 years of age at time of registration.**

Education: **Must be a High School graduate or equivalent.**

Physical: **Must meet all entrance and testing requirements for firefighter, fire apparatus driver/operator or fire officer as listed in the in the Civil Service Rules, Board of Commissioners Rules or as listed with the Human Resource Department for the individual participating fire departments (approved training agents).**

Testing: **Must meet all the entrance and testing requirements for firefighter, fire apparatus driver/operator or fire officer as listed in the Civil Service Rules, Board of Commissioners Rules or as listed with the Human Resource Department for the individual participating fire departments (Washington State Fire Fighters Joint Apprenticeship Training Committee 1499 approved training agents).**

Other: **A Firefighter Journey level Certificate of Completion is required for applicants wishing to register into the Fire Officer and Fire Apparatus Driver/Operator apprenticeship programs.**

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:

Exempt per WAC 296-05-405(1)(b), per Civil Service Rules

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(1)(b), per Civil Service Rules

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].

A. The term of apprenticeship for Firefighter shall be 6000 hours of reasonably continuous employment in the occupational objective.

B. The term of apprenticeship for Fire Officer shall be 4000 hours of reasonably continuous employment in the occupational objective.

C. The term of apprenticeship for Fire Apparatus Driver/Operator shall be 2000 hours of reasonably continuous employment in the occupational objective.

V. INITIAL PROBATIONARY PERIOD:

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

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

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 during their initial probationary period.

C. The initial probationary period for Firefighter shall not exceed 12 months or 2000 hours of on-the-job-training. (Per CBA*)

D. The initial probationary period for Fire Officer shall not exceed 800 hours of on-the-job training.

E. The initial probationary period for Fire Apparatus Driver/Operator shall not exceed 400 hours of on-the-job training.

(VARIANCE REQUEST APPROVED JULY 19, 2002)

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

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

A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.

B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].

C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.

D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.

E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

F. On the job training shall never exceed the ratio of one (1) apprentice to one (1) journey-level worker per Fire Department.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.

B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

1. **Unless otherwise specified, the straight time hourly wage rate for apprentices shall be determined by the provisions of the applicable Collective Bargaining Agreement/Memorandum of Understanding, provided, however, that such a wage rate for entry level recruit apprentices shall not be less than seventy percent of the wage rate for a journeyperson specified in such Collective Bargaining Agreement or Memorandum of Understanding.**

C. Wage Progression Schedules

Fire Fighter

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	**0000 - 2000 Hours**	**70% (or greater based on current collective bargaining agreement)**
2	**2001 - 4000 Hours**	**80%**
3	**4001 - 6000 Hours**	**90%**

Fire Officer

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	**0000 - 2000 Hours**	**70%**
2	**2001 - 4000 Hours**	**85%**

***Fire Apparatus Driver/Operator**

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	**0000 - 2000 Hours**	**70%**

***Per Collective Bargaining Agreement, Fire Apparatus Driver/Operator is only one step.**

***(VARIANCE REQUEST APPROVED OCTOBER 19, 2017)**

VIII. WORK PROCESSES:

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

experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

A. Firefighter **Approximate Hours**

1. **Engine, Pumper, and Ladder company……2500**
   a. **Operating of SCBA and Air Management**
   b. **Use of Tools and Equipment**
   c. **Care, handling, testing and construction of Ladders**
   d. **Use and maintenance of Hose and Appliances**
   e. **Forcible Entry**
   f. **Ventilation**
   g. **Search and Rescue**
   h. **Ropes and Knots**
   i. **Apparatus**

2. **Fireground operations and incident management ……..……..400**

3. **Aid Car Driver/EMS……..……..……..……..……...400**

4. **Use and maintenance of power equipment……..……..……..400**

5. **Safety Practices……..……..……..…….200**
   a. **Bloodborne/Airborne Pathogens**
   b. **Hearing Protection**
   c. **Building collapse**
   d. **Emergency Signals and Terminology**
   e. **Mayday Procedures**

6. **Department Specific Training…….…….650**
   a. **Wildland**
   b. **Aerial**
   c. **AARF**
   d. **Marine**
   e. **Nuclear**

7. **Learn and apply Hydraulic concepts to written and practical solution…...200**

8. **Reporting and Documentation……..……..……..250**

9. **Exposure to the non-suppression workings of fire departments……..1000**
   a. **Emergency Management**
   b. **Fire Prevention**
   c. **Public Education**
   d. **Administration**
   e. **IAFF/Locals**

Total Hours: 6000

B. Fire Officer **Approximate Hours**

1. **Supervises and coordinates activities of a company.....600**
2. **Responds to fire, EMS and public service calls 330**
3. **Orders placement of equipment in proper position for effective operations, directs fire suppression and controls operations 370**
4. **Assign company personnel and equipment. Supervises and assists in laying hose lines, directing water streams, placing ladders, ventilating buildings, operating extinguishers, and salvage and cleanup operations 470**
5. **Supervises and participates in rescue and emergency medical operations.....400**
6. **Supervises the return and servicing of equipment 370**
7. **Takes charge of fire station. Supervises and participates in the maintenance of quarters and equipment during an assigned drill 130**
8. **Inspects personnel and maintains discipline. Conduct drills in fire fighting practices and procedures.....400**
9. **Determines need for equipment and station maintenance and repair. Assigns personnel to perform the necessary work 270**
10. **Maintains records and submits reports 330**
11. **Conducts company fire prevention inspections in accordance with local code and ordinances 330**

Total Hours: 4000

C. Fire Apparatus Driver/Operator **Approximate Hours**

1. **Drives and operates fire apparatus 500**
2. **Maintains fire apparatus and equipment.....250**
3. **Upkeep of fire stations.....100**
4. **Operates communication equipment 150**

5. **Operates pumping equipment 200**
6. **Assists in public education and information activities 50**
7. **Participates in company fire prevention inspections 100**
8. **Prepares pre-incident plans 125**
9. **Uses extrication hand tools and power equipment 125**
10. **Extricates and rescues victims from entrapment 150**
11. **Provides emergency medical assistance 200**
12. **Supervise the return and servicing of equipment 50**

Total Hours: 2000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

( ) Supervised field trips

(X) Sponsor approved training seminars (specify)
Seminars leading to additional certification or skill advancement including, but not limited to, product manufactures and vendors, safety training, equipment training, EMT training, Officer training and Driver Operator training.

( ) Sponsor approved online or distance learning courses (specify)

(X) State Community/Technical college

( ) Private Technical/Vocational college

( ) Sponsor Provided (lab/classroom)

(X) Other (specify)**:**
(JATC Approved IFSAC or ProBoard Accredited Fire Training Academy)

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

(**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.*

C. Additional Information:

1. **Firefighter:**
   a. **Firefighter apprentices will be provided with up to a maximum total of 1110 hours of RSI over the course of their apprenticeship, unless otherwise directed by the Joint Apprenticeship Training Committee.**

2. **Fire Officer:**
   a. **Fire Officer apprentices will be provided with up to a maximum total of 370 hours of RSI over the course of their apprenticeship, unless otherwise directed by the Joint Apprenticeship Training Committee.**

3. **Fire Apparatus Driver/Operator:**
   a. **Fire Apparatus Driver/Operator apprentices will be provided with up to a maximum total of 166 hours of RSI over the course of their apprenticeship, unless otherwise directed by the Joint Apprenticeship Training Committee.**

CURRICULUM FOR RELATED TECHNICAL INSTRUCTION TO INCLUDE THE FOLLOWING:

***Firefighter:**	**Hours**
a. IFSAC or ProBoard Firefighter I & II Recruit School	**660**
b. Emergency Medical Technician	**200**

c. Fire Protection Strategy and Tactics	**32 - 50**
d. Fire Protection Systems	**32 - 50**
e. Fire Protection Hydraulics	**32 - 50**
f. Building Construction	**32 - 50**
g. Fire Protection Codes/Inspections	**32 – 50**

Total Hours: 1020-1110 RSI

Fire Officer:	**Hours**
a. English Composition	**50**
b. Math in Society	**50**
c. Interpersonal Communication	**50**
d. Building Construction	**50**
e. Fire Service Instructor	**30-40**
f. Fire Service Incident Safety Officer	**20-30**
g. Fire Officer I	**50**
h. Fire Officer II	**50**

Total Hours: 350-370 RSI

Fire Apparatus Driver/Operator:	**Hours**
a. Fire Protection Hydraulics	**50**
b. Emergency Vehicle Incident Prevention Training	**16**
c. Pump Operators Academy	**40**
d. Fire Apparatus Equipment	**60**

Total Hours: 166 RSI

***(VARIANCE REQUEST APPROVED OCTOBER 16, 2014)**

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 advanced standing or credit for demonstrated competency, acquired experience, training or education

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

3. Sponsor Procedures:

Administrative procedures:

a. Washington State Fire Fighters Joint Apprenticeship Training Committee 1499:
   1. **The Joint Apprenticeship Training Committee shall meet on a quarterly basis.**
   2. **The Joint Apprenticeship Training Committee shall review all probationary Apprentices during their probationary period.**
   3. **The Joint Apprenticeship Training Committee shall review all Apprentice work records (OJT) at least every six months.**

b. Advancement of Apprentices:
   1. **All Apprentices are required to maintain a C or 2.0 average minimum grade in RSI.**
   2. **All Apprentices must submit OJT hours logs by the 5th of the following month for the previous month to Training Agent (Per Training agent policy/procedures and/or CBA).**
   3. **All Apprentices must submit RSI hours logs by the 5th of the following month for the previous month to Training Agent (Per Training agent policy/procedures and/or CBA).**

c. Additional Credit/Advanced Standing:
   1. **Apprentices and/or Training Agents requesting additional credit for OJT or RSI may request in writing their experience to be evaluated by the Washington State Fire Fighters Joint Apprenticeship Training Committee 1499. Where such experience warrants, the Washington State Fire Fighters Joint Apprenticeship Training Committee 1499 will place the apprentice in the appropriate period, and credit shall be subject to review prior to his/her next advancement. All relevant supporting documentation shall be provided at the time of written request.**
   2. **OJT credit shall only be granted for verified OJT hours. Example: verified time sheets, verified work progress reports. (Part-time employment will not count towards consideration of OJT hours)**
   3. **RSI credit shall only be granted for verifiable RSI hours. Example: Class rosters, transcripts, or certification of completions.**
   4. **The Washington State Fire Fighters Joint Apprenticeship Training Committee 1499 has the sole discretion on how to fairly and equitably apply and grant additional credit.**

5. **This standard represents the minimum standards and qualifications and must be fairly and equitably applied.**

d. **Training Agents (Fire Departments):**
   1. **All apprentice RSI/OJT logs are to be submitted to the Washington State Fire Fighters Joint Apprenticeship Training Committee 1499 Coordinator on the following schedule:**
      i. **January – March: no later than April 8th.**
      ii. **April – June: no later than July 8th.**
      iii. **July – September: no later than October 8th**
      iv. **October – December: no later than January 8th.**
         1) **(If the 8th falls on a weekend, the RSI/OJT report is due on the previous Friday)**
   2. **Incumbent workforce: New Training Agents (Fire Departments) with incumbent Firefighters that meet the definition of "Journey Level" in WAC 296-05-003 may submit a onetime request for Journey Level recognition for those Fire Fighters to the Washington State Fire Fighters Apprenticeship Training Committee 1499. This request, with roster included, shall be done within 30 days of the Training Agent approval by the Joint Apprenticeship Training Committee. Requests received after the 30-day deadline will not be accepted by the Joint Apprenticeship Training Committee. The Washington State Fire Fighters Joint Apprenticeship Training Committee shall submit any approved requests to WSATC for consideration of Journey level recognition.**
   3. **Training Agents shall record and maintain OJT and RSI records per the requirements in WAC 269-05-100. This includes hours of training provided by on-the-job by work process and in related/supplemental instruction in accordance with the Washington State Fire Fighters Joint Apprenticeship Training Committee 1499 approved RSI Plan.**
      i. **All records shall be retained for a minimum of 5 years.**
      ii. **All records shall be provided to the Washington State Fire Fighters Joint Apprenticeship Training Committee 1499 within 48 hours of request.**
   4. **The Training Agent shall annually report the journey level wage for each occupation to the Washington State Fire Fighters Joint Apprenticeship Training Committee 1499 by January 15th.**
   5. **The Training agent shall adapt testing procedures that facilitate completion of learned work processes.**
   6. **The Training agent may provide additional instructional and/or testing requirements in addition to Washington State Fire Fighters Joint Apprenticeship Training Committee 1499 requirements per Policy and procedures and/or Collective Bargaining Agreements.**

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.

   d. The decision/action of the Sponsor will become effective immediately.

2. The Sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The Sponsor has the following disciplinary procedures to adopt:

   a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the Sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.

   b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.

   c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or Sponsor. [WAC 296-05-003].

3. Sponsor Disciplinary Procedures:

   a. Apprentices:

1. **Apprentices failing the IFSAC, or ProBoard Certification examination will require the apprentice to engage in additional study as determined by the Washington State Fire Fighters Joint Apprenticeship Training Committee 1499, and retake, and pass the examination.**
2. **Apprentices failing to pass FESHE courses with C/2.0 GPA will result in the Washington State Fire Fighters Joint Apprenticeship Training Committee 1499 not paying for the course and Apprentice must retake course.**
3. **Apprentices' refusal to attend RSI may result in disciplinary action up to and including removal from the Apprenticeship program.**
4. **Misconduct in school by Apprentices including but not limited to the following: horseplay, cheating, aggressive/violent behavior, harassment, destruction of property, may result in cancellation from the Apprenticeship Program.**
5. **Apprentices' failure to appear before the Washington State Fire Fighters Joint Apprenticeship Training Committee 1499 when requested may result in cancellation from the Apprenticeship Program.**
6. **Apprentices' failure to maintain employment with the Washington State Fire Fighters Joint Apprenticeship Training Committee 1499's Training Agents shall result in cancellation from the Apprenticeship Program subject to the normal appeals process as listed in section X.D.**

b. Training Agents (Fire Departments):

1. **Failure to report all apprentices RSI/OJT hours to the coordinator may result in removal from the Washington State Fire Fighters Joint Apprentice Training Committee 1499:**
   - **i. First missed report shall result in verbal written warning sent to Training Agent.**
   - **ii. Second missed report shall result in Training Agent to attend Washington State Fire Fighters Joint Apprenticeship Training Committee 1499 meeting with corrective plan.**
   - **iii. Third missed report may result in the Training Agent being removed from the Apprenticeship Program.**
2. **Failure to retain or provide apprenticeship records may result in disciplinary action, up to and including cancellation from the Apprenticeship Program.**
3. **Failure to report the journey level wage rate may result in disciplinary action, up to and including removal 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 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 apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, Sponsors must develop procedures for:

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

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

B. Program Operations:

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

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant.

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

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

   a. Apprenticeship Agreements – within first 30 days of employment

b. Authorization of Signature forms - as necessary
c. Approved Training Agent Agreements– within 30 days of sponsor action
d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
   1st quarter: January through March, due by April 10
   2nd quarter: April through June, due by July 10
   3rd quarter: July through September, due by October 10
   4th quarter: October through December, due by January 10
h. On-the-Job Work Hours Reports (bi-annual)
   1st half: January through June, by July 30
   2nd half: July through December, by January 31

2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 60 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.

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 any requested documentation 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.

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:

   The Labor members of this committee shall be selected from the participating Departments Local Unions and appointed by the President of the Washington State Council of Fire Fighters. Management members of this committee will be determined by the Executive Director of Washington Fire Chiefs.

   a. Quorum: **See above**

   b. Program type administered by the committee: **Group Joint**

c. The employer representatives shall be:

John Cermak, Secretary
8117 267th St. N.W.
Stanwood, WA 98292

Josh Hurguy
1974 Fircrest Drive S.E.
Port Orchard, WA 98366

Eric Hicks
12424 76th Ave. S.
Seattle, WA 98178

Paul Gagnon, Alternate
2801 Oakes Ave.
Everett, WA 98201

d. The employee representatives shall be:

Rick Chaney, Chair
31617 1st Ave. S.
Federal Way, WA 98003

Jason Schnase, Alternate
2400 S. 170th St.
SeaTac, WA 98158

Greg Markley
24611 116th Ave. S.E.
Kent, WA 98030

Brian Cole
8656 W. Gage Boulevard,
Suite 207
Kennewick, WA 99336

Alex Charoni, Alternate
31617 1st Ave. S.
Federal Way, WA 98003

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:

N/A

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.

David Myers, WSFF JATC Coordinator
31919 1st Avenue S Suite 207
Federal Way, WA, 98003