

EH 11/14/24
Teri Gardner 11-22-24
Teri Gardner 11-15-24



APPRENTICESHIP PROGRAM STANDARDS
adopted by

NORTHWEST UBC FLOOR LAYERS JATC
(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
FLOOR LAYER	47-2041.00	8000 HOURS



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

APPROVAL:

Provisional Registration

Standards Last Amended

Permanent Registration

By: _____
Chair of Council

By: _____
Secretary of Council

NORTHWEST UBC FLOOR LAYERS JATC

INTRODUCTION

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

Northwest UBC Floor Layers JATC proudly presents these Standards of Apprenticeship for the occupations described as Floor Layer. Our excellence in construction, leadership,

NORTHWEST UBC FLOOR LAYERS JATC

and personal skills development assures our members a pathway to a fulfilling career, and provides our contractor employers with a competitive and productive workforce. These Standards describe our program for training apprentices in tradecraft and professionalism to exceed the expectations of our industry partners and meet the requirements of the Washington State Labor & Industries Apprenticeship Training Council.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these Standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

The area covered by these Standards shall be the State of Washington

II. MINIMUM QUALIFICATIONS:

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

Age: Must be at least 18 years old.

Education: No requirement.

Physical: Physically able to safely perform or learn to safely perform essential functions of the job with or without reasonable accommodations.

Able to climb and work from ladders and scaffolding of various heights.

Able to lift, carry, and maneuver up to 50 lbs. over moderate distance and upstairs.

Testing: None

Other: Attend a Trade Orientation program.

Any misstatement, omission of material fact, or falsification of any statements on any application by any applicant may be sufficient cause for rejection of the application, or dismissal of the applicant after registration into the program or employment.

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:

The Northwest UBC Floor Layers JATC has adopted the selection procedure outlined in WAC 296-05-417(1)(a) “Selection on basis of rank from pool of eligible applicants.”

1. Applications:

- a. **Application(s) will be provided to all interested individuals, year-round, at the following training center locations:**

<p>North Puget Sound Carpenters Training Center 1387 Pacific Dr., Ste. D Burlington, WA 98233 Phone: 360-428-2933</p>	<p>South Puget Sound Carpenters Training Center 2575 Williamson Pl. DuPont, WA 98237 Phone: 253-393-6275</p>
<p>Kent Training Center 20424 - 72nd Ave. S Kent, WA 98032 Phone: 253-437-5235 Toll Free Phone: 866-295-8764</p>	
<p>Columbia Basin Carpenters Training Center 4208 W Clearwater Ave., Ste. D Kennewick, WA 99336 Phone: 509-783-6215</p>	<p>Eastern WA/Northern ID Carpenters Training Center 127 E Augusta Spokane, WA 99207 Phone: 509-532-8833</p>

2. Qualified and Non-Qualified Applications:

NORTHWEST UBC FLOOR LAYERS JATC

- a. Applicants who **DO NOT** meet the minimum qualifications will be notified in writing; notification will include the reason for rejection, and the requirements for admission to the eligibility pool.
 - b. Applicants who **DO** meet the minimum qualifications for entry into the program will take part in a Trade Orientation scored skills assessment at such time based on program and industry needs.
 - 1) The scores from the skills assessment (objectively reviewed and evaluated) will be assigned to each applicant.
 - 2) Applicants who meet the minimum skills assessment-scoring threshold (60 points) will be placed in the ranked pool of applicants.
 - 3) Applicants not meeting the minimum threshold will be notified via USPS and their applications will be deactivated. Applicants that do not meet the minimum threshold are encouraged to reapply.
3. Pool of Applicants, Selection & Placement:
- a. Based on need, the Northwest UBC Floor Layers JATC will select applicants for entry into the program from the ranked order eligibility list.
 - b. The ranked order eligibility list may fluctuate as new applicants are placed on the list.
 - c. Upon notification of an apprenticeship opportunity the applicants shall begin the process of acquiring the basic tools of the trade. Applicants must possess the complete list of basic tools prior to first dispatch. A list of needed tools are available at training centers. (See Section 3.A.1.).
 - d. Upon notification of an apprenticeship opportunity the applicants shall submit to and pass a controlled substance test with negative test results. The first drug test shall be paid for by the Northwest UBC Floor Layers JATC.
 - 1) Applicants who fail the test must wait 90 days from the date of the failed test result to retake the test at the expense of the applicant. A positive result, refusal to test or substitution of specimen is considered a failed test. After two failed test results the application will be deactivated and the applicant will not be allowed to reapply for 180 days. A failed drug test in one apprentice occupation applies to all other apprentice occupations under the purview of the Northwest UBC Floor Layers JATC umbrella.
 - 2) A negative dilute result is invalid and the test must be retaken at the expense of the applicant. After two negative dilute test results the application is deactivated and the applicant will not be allowed to reapply for 180 days. Applicants who have their application deactivated will be notified via USPS.

NORTHWEST UBC FLOOR LAYERS JATC

- e. Upon notification of an apprenticeship opportunity the applicant will be given 5 business days, which is reasonable time, in which to report to the Local Area Training Center.
 - 1) Failure to timely reply to the notification of opportunity, the applicant will be removed from the ranked list and provided a written notice of rejection for failure to comply. To be put back on the ranked list, the applicant must reapply to the apprenticeship.
 - 2) Applicants who turn down an apprenticeship opportunity will be removed from the ranked eligibility list. A request will be made for the applicant to resign in writing, and a notation will be made in the applicant file. This note will be dated and initialed by staff. To be put back on the ranked list, the applicant must reapply to the apprenticeship.

- 4. Direct Entry (Exceptions):
 - a. **MILITARY:** An honorably discharged military veteran may qualify to waive the selection process of these standards.
 - 1) Complete the Application process (See Section 3.A.1.)
 - 2) Applicant must apply within 5 years from honorable discharge.
 - 3) All relevant supporting documentation, DD-214, shall be provided at the time of application.
 - 4) Upon approval by the Northwest UBC Floor Layers JATC , the applicant shall be registered as Direct Entry and dispatched to work.
 - i. In the event that there is no available OJT, apprentice will be placed on the out of work list and progress with RSI as applicable.

 - b. **TERO:** A registered Native American who has secured employment with an approved Training Agent of the Committee through a TERO referral for a Tribal Project may qualify to waive the selection process of these standards.
 - 1) Complete the Application process (See Section 3.A.1.).
 - 2) All relevant supporting documentation shall be provided at the time of application.
 - 3) Upon approval by the Northwest UBC Floor Layers JATC, the applicant shall be registered as Direct Entry and dispatched to work.

 - c. **UBC JOB CORPS:** Applicants who have successfully completed a UBC Job Corps program may qualify to waive the selection process of these standards.
 - 1) Complete the Application process (See Section 3.A.1.).
 - 2) All relevant supporting documentation shall be provided at the time of application.

NORTHWEST UBC FLOOR LAYERS JATC

- 3) Upon approval by appointed Sub-Committee, the applicant shall be registered as Direct Entry and dispatched to work.
 - i. In the event that there is no available OJT, apprentice will be placed on the out of work list and progress with RSI as applicable.

- d. **PREVIOUS EXPERIENCE:**
 - 1) Applicants that can verify (by providing undisputable documenting evidence) that they have worked a minimum of four-thousand hours (4,000) in the occupation that they are applying for may qualify to waive the selection process of these standards.
 - a) Complete the Application process (See Section 3.A.1.).
 - b) All relevant supporting documentation shall be provided at the time of application.
 - c) Upon approval by the JATC, the applicant shall be registered as Direct Entry and dispatched to work.
 - i. In the event that there is no available OJT, the apprentice will be placed on the out of work list and progress with RSI as applicable.

 - 2) Out of State UBC members may qualify to waive the selection process of these standards.
 - a) Applicant must be active and in good standing with UBC and applicants previous Apprenticeship Committee.
 - b) Complete the Application process (See Section 3.A.1.).
 - c) All relevant supporting documentation shall be provided at the time of application.
 - d) Upon approval by the JATC, the applicant shall be registered as Direct Entry and dispatched to work.
 - i. In the event that there is no available OJT, apprentice will be placed on the out of work list and progress with RSI as applicable.

- e. **TRAINING AGENT REFFERAL:** Applicants that are currently working for an approved Training Agent of the Northwest UBC Floor Layers JATC may qualify to waive the selection process of these standards.
 - 1) Complete the Application process (See Section 3.A.1.).
 - 2) Meet the minimum qualifications ONLY for Age and Physical in Section II.
 - 3) All relevant supporting documentation shall be provided at the time of application.

NORTHWEST UBC FLOOR LAYERS JATC

- 4) Upon approval by the JATC , the applicant shall be registered as Direct Entry and dispatched to work.
 - i. In the event that there is no available OJT, apprentice will be placed on the out of work list and progress with RSI as applicable.
- f. **CAREER CONNECTIONS:** Any applicant that has completed the Career Connections curriculum from an organization with an active articulation agreement with the UBC may qualify to waive the selection process of these standards.
 - 1) Complete the Application process (See Section 3.A.1.)
 - 2) Must attend a Trade Orientation
 - 3) All relevant supporting documentation shall be provided at the time of application.
 - 4) Upon approval by the Committee, the applicant shall be registered as Direct Entry and dispatched to work.
 - i. In the event that there is no available OJT, apprentice will be placed on the out of work list and progress with RSI as applicable.
5. **Transfers:** Transfers are approved/denied at the discretion of the Northwest UBC Floor Layers JATC. To apply for a Transfer:
 - a. Complete the Application process (See Section 3.A.1.) and meet Minimum Qualifications.
 - b. Provide a detailed written request addressed to the current Registered Apprenticeship Program.
 - c. All relevant supporting documentation shall be provided at the time of application.
 - d. All accepted transfers shall be evaluated by the JATC, using standard means of evaluation, and registered at the appropriate period of apprenticeship based on verified previous work experience and related training.
6. **Non Signatory:**
 - a. Employees of an employer who has not signed a collective bargaining agreement and wishes to participate in the apprenticeship program, not qualifying as a journey level worker shall be evaluated by the sponsor using consistent, standard, non - discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training provided:
 - 1) The employer must sign a Contribution Agreement with the Southwest Mountain States Carpenters Trust Fund, as a condition of becoming a training agent.
 - 2) All employers requesting "approved training agent" status shall sign a Training Agent Agreement obligating the employer to comply with all apprenticeship rules and the standards of apprenticeship.

- 3) **An individual who signs an authorization card during an organizing effort whether or not the employer becomes signatory, and the individual not qualifying as a journey-level worker may be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.**

B. Equal Employment Opportunity Plan:

EEO Pledge

Diversity is an important part of the culture of the Southwest Carpenters Training Fund (SWCTF). Diversity encompasses race, gender, ethnic group, age, personality, religion, sexual orientation, education, background and more. Our organization embraces differences and welcomes all. We achieve this by partnering with regional pre-apprenticeship programs, as well as, organization that work with diverse communities. Networking, mentoring and socializing with a variety of group will increase engagement by demonstrating to individuals from all backgrounds that they can achieve success in our industry and that we are willing to help them succeed. Our programs are bias free, and to all applicants, apprentices, and members we make the following non-discrimination pledge. (See below)

The SWCTF will not discriminate against apprenticeship applicants, apprentices or journey persons based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or individuals having a disability, or persons 40 years old or older. The SWCTF will take affirmative action to provide equal opportunity in apprenticeship and training for all qualified members and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

1. **Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
2. **Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.**
3. **Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's sponsor(s).**
4. **To encourage pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**
5. **Grant credit for previous trade experience or trade-related courses for all applicants equally.**

NORTHWEST UBC FLOOR LAYERS JATC

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. **Floor Layer**

The standard term of apprenticeship for the trade shall be 8,000 hours. The Floor Layer trade shall have eight (8) periods of reasonably continuous employment including the initial probationary period

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.

NORTHWEST UBC FLOOR LAYERS JATC

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.

1. All Floor Layer apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding 1,300 hours:

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:
 - a. Each employer **MAY** employ one (1) apprentice for each one (1) journey-level working in their employment.
 - b. Each employer **MUST** employ one (1) apprentice when the employer has three (3) journey-level workers in their employment. Thereafter, the employer **MUST** employ one (1) additional apprentice per each four (4) additional journey-level workers employed.
 - c. The above ratio shall not be exceeded unless agreed to per a Collective Bargaining Agreement.

NORTHWEST UBC FLOOR LAYERS JATC

- d. At **NO TIME** shall the ratio of workers exceed (1) apprentice per (1) journey-level worker on a job site.

(Numerical description provided upon request)

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.

Wage Progression Schedules

Floor Layer

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0000 – 0650 Hours	60%
2	0651 – 1300 Hours	65%
3	1301 – 1950 Hours	70%
4	1951 – 2600 Hours	75%
5	2601 – 3250 Hours	80%

NORTHWEST UBC FLOOR LAYERS JATC

6	3251 – 3900 Hours	85%
7	3901 – 4550 Hours	90%
8	4551 – 8000 Hours	95%

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.

It is understood that stocking and scrapping, and clean-up of materials and component parts necessary or related to work in connection with the Floor Layer may be performed by apprentices as it is essential to provide for a safe work environment.

A. Floor Layer

Approximate Hours

1. Floor coverings, Wallcoverings, Countertops

- a. Sheet goods..... 2400**
 - (1) Vinyl, cushion vinyl, roto grave, solid vinyls**
 - (2) Sheet rubber flooring**
 - (3) Linoleum**
 - (4) Safety Flooring**
 - (5) Inlaid**
 - (6) Application and installations**
 - (7) Preparation of existing sub-surfaces**
 - (8) wall linoleum, cork, matting, protective wall matting, cushioned wall covering, PVC-rigid type wall systems**
 - (9) Plastic laminate and wallboard (Marlite type)**
 - (10) Measuring, cutting, fitting and layout of materials**
 - (11) Flatlay, cove work**
 - (12) Metals and trim**
 - (13) Special tools**
 - (14) Proper application and selection of adhesives**
 - (15) Underlayment, Treatments**
 - (16) Pattern matching**

NORTHWEST UBC FLOOR LAYERS JATC

- b. Tile.....2300**
 - (1) Vinyl composition tile**
 - (2) Solid vinyl tile**
 - (3) Radial tile**
 - (4) Rubber tile**
 - (5) Asphalt tile**
 - (6) Linoleum Tile**
 - (7) Cork tile**
 - (8) Wall tile non-ceramic**
 - (9) Stair treads (vinyl and rubber)**
 - (10) Applications and installation**
 - (11) Prep work, layout, cutting and fitting**
 - (12) Rubber and vinyl base**

- c. Carpets..... 2200**
 - (1) Carpet tiles**
 - (2) Rolled goods**
 - (3) wall carpet**
 - (4) Glue down (proper adhesives and seam treatments)**
 - (5) Power stretching**
 - (6) Tackless, special tools and trims**
 - (7) Circular stairs, dog leg, straight, floating, capping**
 - (8) Hand sewn seams, glued tape seams, hot melt seams methods**
 - (9) Binding**
 - (10) tufted grass or synthetic sport indoor/outdoor turf coverings**
 - (11) Metals and trims**

- 2. Hardwood Flooring.....1000**
 - a. Attached: Glue, nail, staple down Hardwood, Composite & Engineered Wood Flooring**
 - b. Floating Hardwood, Composite & Engineered Wood Flooring**
 - c. Laminate Flooring**

- 3. Window Coverings.....100**
 - a. Draperies**
 - b. Venetian Blinds**
 - c. Curtains**
 - d. Window shades**

Total Hours: 8000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify) \

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

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

Twelve-month period from date of registration.*

Defined twelve-month school year: **September** through **August**.

Two-thousand hours of on the job training.

NORTHWEST UBC FLOOR LAYERS JATC

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

C. Additional Information:

- 1. The Northwest UBC Floor Layers JATC may accelerate or extend, through the evaluation process, the advancement or demotion of an apprentice in each and every pay period.**
- 2. Employers, as registered training agents, are responsible for on-the-job training of all apprentices by affording the apprentice opportunities to work with skilled journey-level workers in the performance of as wide of activities as possible within the scope of work processes for the craft. Employers must release apprentices from on-the-job commitments to attend RSI according to the schedule and policy as outlined by the Northwest UBC Floor Layers JATC. The employer shall participate in the evaluation process through jobsite observation and reporting according to the Northwest UBC Floor Layers JATC process. Observations will be forwarded to the Northwest UBC Floor Layers JATC at the Training Center Office for review and appropriate action.**
- 3. Apprentices within their first two (2) years in their Apprenticeship, may prioritize RSI courses that correlate to current on-the-job training.**

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:**

NORTHWEST UBC FLOOR LAYERS JATC

a. Northwest UBC Floor Layers JATC Administrative Procedures:

- 1) The Northwest UBC Floor Layers JATC provides to all apprentices a Student Handbook that contains all the rules and important information for apprentices to be successful in this program. All apprentices are responsible of reading, understanding, and complying with the specifications of the Handbook. Failure to abide by the Student Handbook may result in disciplinary action. In addition, the following general procedures apply.**
- 2) Complaints regarding job site performances will be investigated by the Coordinator, who will review the circumstances and outline corrective steps and/or the Coordinator may cite the apprentice to appear before the Northwest UBC Floor Layers JATC where disciplinary action, including cancelation, may be taken.**
- 3) The Training Center Coordinator oversees the day-to-day operations of the program at their assigned Training Center under the auspices of the Executive Director of SWCTF**
- 4) The Northwest UBC Floor Layers JATC delegates administrative and disciplinary responsibilities to the Executive Director or their agent with assurance that the Northwest UBC Floor Layers JATC will review all actions that are required by the Washington State Apprenticeship and Training Council to be reported to the Department of Labor and Industries.**

b. Apprentice Responsibilities:

- 1) It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such monthly progress records (MPR) shall be entered on-line at carpenters.org, or forwarded to the Training Center Office (monthly), no later than the 5th of following month. The above records shall contain the apprentices (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed. MPR's must be turned in even if no work has occurred.**
- 2) No apprentice shall act as or be a contractor or employer or serve in any other supervisory capacity.**
- 3) All apprentices must be progressing with OJT at an acceptable pace.**
- 4) All apprentices shall have completed a First Aid/CPR class before being advanced to 3rd period or before their second advancement**

NORTHWEST UBC FLOOR LAYERS JATC

after advanced placement. Apprentices shall have a current First Aid/CPR card for each period of advancement from 3rd period through the completion of their apprenticeship.

- 5) It is the apprentice's responsibility to keep his or her current address on file with Training Center Office.

c. Apprentice Advancement:

- 1) To receive an upgrade, each apprentice must complete the following:
 - a) Have completed the required RSI since the last upgrade and possess a current First Aid/CPR card after the second period. The apprentice must not be negative in RSI hours for any advancement.
 - b) Have accrued necessary OJT hours for each advancement step.
 - c) Have all hand tools required for the advancement.
All work reports (since registration) must be up to date.
- 2) The determination by the Northwest UBC Floor Layers JATC of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the RSI as well as on-the-job.

d. Related Supplemental Instruction:

- 1) No alcohol, weapons, or drugs will be allowed on any Training site.
- 2) Classroom instructors shall keep an attendance record of apprentice's actual class hours. All records shall note tardiness and early departures and shall be forwarded to the Training Center Office for disposition.
- 3) All apprentices must be signed in by the start time. Each Training Center has a schedule of class times.
- 4) It is the apprentice's responsibility to provide their own hand tools necessary to complete their RSI projects. No apprentice will be granted journey-level status without the required hand tools.
- 5) Each apprentice shall be required to perform in a safe and healthful manner all assigned tasks in the classroom in accordance to WISHA and OSHA standards as if on a work site.
- 6) Apprentice may be excused from RSI for a verifiable medical excuse or employers notifying in advance of a regular class to reschedule.

B. Disciplinary Procedures

NORTHWEST UBC FLOOR LAYERS JATC

1. The obligations of the Sponsor when taking disciplinary action are as follows:
 1. 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.
 2. 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.
 3. 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.
 4. 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. **Related Supplemental Instruction**:
 - 1) **Failure to show regular attendance at RSI may be deemed sufficient cause for the Northwest UBC Floor Layers JATC to cancel the apprentice from the entire training program. If a class is missed, apprentices may be cited to appear before the Northwest UBC Floor Layers JATC.**

NORTHWEST UBC FLOOR LAYERS JATC

- 2) Apprentices arriving up to 15 minutes late will be admitted after signing a late notice. Apprentices who arrive more than 15 minutes late will receive a late notice and will be credited with a failing grade. They will be rescheduled to repeat the class. Apprentices may be excused for being late if they have notified the training center prior to start of class and provide acceptable documentation of lateness to the training coordinator. Apprentices who receive three late notices in a 12-month period will be cited to appear before their Northwest UBC Floor Layers JATC**
- 3) No alcohol, weapons, or drugs will be allowed on any Training site. Anyone violating this rule will be immediately removed from class, with no credit for the day and will be cited to appear before Northwest UBC Floor Layers JATC.**
- 4) Apprentices failing to bring the necessary hand tools to RSI may receive a failing grade for the class.**
- 5) A rescheduled class cannot be rescheduled a third time. If a rescheduled class is missed the apprentice will automatically be cited to appear before the Northwest UBC Floor Layers JATC**

b. Apprentice Responsibilities:

- 1) Failure to progress with OJT at an acceptable rate will initiate an interview by the Coordinator who will analyze the problem and provide guidance leading to an acceptable pace. Apprentices who fail to progress at an acceptable pace may be cited to appear before the Northwest UBC Floor Layers JATC for disciplinary action.**
- 2) Failure to complete a First Aid/CPR class before being advanced to 3rd period may result in disciplinary action.**
 - a) Failure to maintain a current First Aid/CPR card for the duration of the term past the 3 period may result in disciplinary action.**
- 3) Any apprentice found to be in violation of ANY safety rules will be required to sign a safety infraction sheet. Refusal to sign will result in the apprentice not being allowed to remain in class and will not be allowed to return until he/she has appeared before the Northwest UBC Floor Layers JATC.**

NORTHWEST UBC FLOOR LAYERS JATC

- a) **The 2nd violation in a 12-month period will result in an automatic citation to appear before the Northwest UBC Floor Layers JATC and the apprentice will not be allowed to stay in class.**
 - b) **A single serious violation will result in an automatic citation to appear before the Northwest UBC Floor Layers JATC and removal from class.**
- 4) **An apprentice may be discharged from a contractor's employ for substandard performance, improper conduct, indifference to the rules and regulations, safety concerns, failure to show up for work, failure to attend school, or insubordination.**
 - 5) **An apprentice who fails to sign the out of work list when unemployed, including when in classes, will be interviewed by the coordinator who will review the circumstances and outline corrective steps leading to successful employment. Failure to sign the out of work list may result in a citation to appear before the Northwest UBC Floor Layers JATC for disciplinary action.**
 - 6) **An apprentice who accepts a dispatch and then fails to show up for work may be cited to appear before the Northwest UBC Floor Layers JATC for disciplinary action. Any apprentice who quits a job without approval by a service representative of the local union may be cited to appear before the Northwest UBC Floor Layers JATC.**
 - 7) **Failure to timely report hours may result in disciplinary action.**

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.

NORTHWEST UBC FLOOR LAYERS JATC

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)

NORTHWEST UBC FLOOR LAYERS JATC

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

B. Program Operations:

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

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant. Forms may be obtained through the programs assigned apprenticeship consultant.

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

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45

NORTHWEST UBC FLOOR LAYERS JATC

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

NORTHWEST UBC FLOOR LAYERS JATC

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

NORTHWEST UBC FLOOR LAYERS JATC

shall not require an employer to sign a collective bargaining agreement as a condition of participation.

2. The Sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these Standards. The Sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these Standards.
3. The Sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the Sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The Sponsor must also provide the following information:
 - a. Quorum: **A quorum shall consist of one (1) member from the employers and one (1) from the employees. In matters before the JATC a unit vote shall apply to employers and employees.**
 - b. Program type administered by the committee: **Group Joint**
 - c. The employer representatives shall be:

Mark Sessions, Chair
Western Flooring & Hardware Inc
7140 180th Ave NE
Redmond WA 98052

Brandon Klassen
345 Construction and Flooring CO
15405 Manor Way
Lynnwood WA 98087

- d. The employee representatives shall be:

NORTHWEST UBC FLOOR LAYERS JATC

**Joshua Douglas, Secretary
Western States
25120 Pacific Highway S., Ste. 200
Kent, WA 98032**

**Aleksey Gergalo
Western States
25120 Pacific Highway S., Ste. 200
Kent, WA 98032**

F. Plant programs

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

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

None

XII. SUBCOMMITTEE:

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

None

XIII. TRAINING DIRECTOR/COORDINATOR:

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

**Paula Resa, Assistant Director
20424 72nd Ave. S.
Kent, WA 98032**

**Louis Ontiveros, Executive Director
3250 E Shelby Street Suite 210**

NORTHWEST UBC FLOOR LAYERS JATC

Ontario, CA 91764

For L&I Staff Use Only	
<i>EH 11/22/2024</i>	<i>Teri Gardner 11-22-24</i>
<i>EH 11-14-24</i>	<i>Teri Gardner 11-15-24</i>
L&I Apprenticeship Consultant	L&I Admin

Department of Labor and Industries
 Apprenticeship Section
 PO Box 44530
 Olympia WA 98504-4530



Journey Level Wage Rate

From which apprentices' wage rates are computed

TO: Washington State Apprenticeship & Training Council
 FROM: Northwest UBC Floor Layers JATC

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
Floor Layer	All the counties of Washington State	\$ \$68.33	June 1, 2024 - May 31, 2025
		\$	
		\$	
		\$	

Sponsors must submit the journey-level wage at least annually or whenever changed to the Department.

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	11/6/24		
Print Name: Paula Resa		Print Name:	
Signature: 		Signature:	

For L&I Staff Use Only	
<i>EH/12/26/24</i>	<i>Teri Gardner 12-26-24</i>
RECEIVED By EH at 12:57 pm, Nov 04, 2024	<i>Teri Gardner 11-15-24</i>
L&I Apprenticeship Consultant	L&I Admin

Department of Labor and Industries
 Apprenticeship Section
 PO Box 44530
 Olympia WA 98504-4530



Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

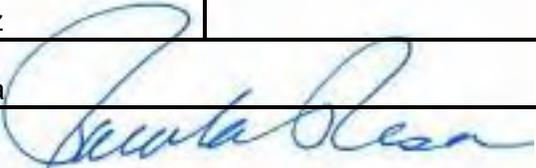
Program Name Northwest UBC Floor Layers JATC	
Occupation Floor Layer	
Term/OJT Hours 8000 hours	Total RSI Hours 640
Training Provider Southwest Carpenters Training Fund	

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA and applicable federal and state regulations.
4. The RSI Plan is maintained, updated and submitted to the Department a minimum of once every 5 years (WSATC Policy 2015-01; rev, 10-21-21).
5. The RSI will be conducted by instructors who meet the qualification of the "competent instructor" as described in WAC 296-05-003:
 - a. Has demonstrated a satisfactory employment performance in her/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. 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 the related technical instruction.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

Signatures on next page

Form must be signed by Committee Chair *and* Secretary or Program's Authorized Signer

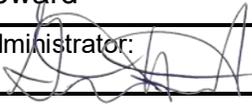
<input type="checkbox"/> Chair	Date 10/31/2024	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authoriz			
Print Name: Paula Resa	Print Name:		
Signature: 	Signature:		

Training Provider Signature

Approved By (Print Name): Paula Resa	
Signature of the Training Provider:	
Date: 10/31/24	

If additional training providers are needed, go to page 4.

SBCTC

Print Name: Genevieve Howard	Title: Policy Associate
Signature of the Program Administrator: 	
Date: 12/30/2024	
<input checked="" type="checkbox"/> SBCTC recommends approval	<input type="checkbox"/> SBCTC recommends return to sponsor

Program Name Northwest UBC Floor Layers JATC	Occupational Objective Floor Layers
---	--

Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of Element/Course" field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Introduction to Floor Laying YEAR 1	Planned Hours: 20 class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: In this course students will learn the basics for both safety on the jobsite and at their training facility. Complete OSHA 10, learn to identify and use both hand and power tools used in the floor laying industry as well as identify materials commonly used in the industry. They will complete a unit on financial literacy and employability skills for the trades.	

Element/Course: Substrate Preparation YEAR 1	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: This course focuses on the substrate to receive a finished flooring product or process. Students will learn the most effective ways to remediate imperfections or contaminants. Special focus is given to using Portland-based cementitious and Gypsum-based patching compounds. Wood underlayment installation and issues are discussed as well as quantitative and qualitative moisture test procedures reviewed.	

Element/Course: Adhesives & Layout Fundamentals YEAR 1	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: This course focuses on the types of adhesives used in floor covering and application methods. Those concepts will be utilized in the installation of square resilient tile. A straight lay installation, and 45-degree installation will be performed. Materials may be rubber, vinyl, composite, VCT, or other	

Element/Course: Wall Base YEAR 1	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: This course focuses on the various types of wall base installations related to common straight and toed wall base, as well as specialty base including resilient rubber, vinyl, composite, synthetic, or formed millwork base, tapered base, contoured base, stackable trim molding, sanitary base and tight-lock base. Proper cutting, gluing and installation processes will be covered.	

Element/Course: Introduction to Resilient Flooring YEAR 2	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: This course will focus on the different types of resilient flooring sheet and tile materials: rubber, vinyl, linoleum, and composite and the tools common to most installation scenarios. Students will learn and practice the common installation techniques and methods for these products including but not limited to scribing, fitting, freehand, trimming, edging, underscribing, double cutting, seaming, folding and handling, etc.	

Element/Course: Complex Layouts YEAR 3	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: This course will focus on the principles encountered in complex layouts for flooring installations. Large projects such as basketball courts and or hockey rinks will be scaled down to create mockups for shop projects. Students will be taught math related to the installation. The hands-on installation project will incorporate many skills covered from week 5 along with the various materials used. Adherence to the plan dimensions will be critical. Learning to complete to scale drawings will round out the project.	

Element/Course: Resilient Linoleum YEAR 4	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: This course will focus on the principles of linoleum installation and seaming. It begins by addressing the processes used to cut, fit and install linoleum and concludes by how seams are created and sealed. Students will also learn how to properly handle, store and plan for a linoleum installation. They will have a review of the history of linoleum, how it is currently made and its uses in the flooring industry.	

Element/Course: Carpet Glue-Down Installation YEAR 3	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: This course will focus primarily on the introduction to carpet installation. Students will be introduced to the tools needed to lay carpet as well as types of carpet and how they are best laid out, cut and seamed in the field. This class will focus on glue-down methods but will also cover the techniques and tools commonly used to stretch-in installations. Finally, students will learn how to match patterns for a successful installation. Carpet tile principles of installation, direction, cutting, layout, and adhesion options will also be covered.	

Element/Course: Carpet Stretch-in Installation YEAR 2	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: This course will focus on many of the fundamental principles of carpet stretch-in installation. Proper seaming using hot melt seaming tools and materials, seaming with the Kool-glide system, making T-seams, power stretching, and completing installations by following the CRI 104 and 105 and INSTALL guidelines will be covered.	

Element/Course: Flash Cove I YEAR 3	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: This is the first course in a series to cover the many different processes and techniques applicable to a flash coved installation. The class will focus on proper cove cap and cove stick installation, an understanding of the concepts of flash coved installation, also known as integral base installation. The class intends to serve as an important step in understanding the fundamentals, terminology and skills required in all flash-coved installations, such as T-templates, pattern- scribed, boot plug and sheet installations, with a contrast to the full patterned method utilizing vinyl, rubber, linoleum, and composite materials.	

Element/Course: Flash Cove II YEAR 3	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: This is course builds on the fundamentals of flash cove skills with more challenging installations using vinyl, rubber, linoleum and composite materials. Completing flash cove installations using the hand-fit method when working with vinyl sheet goods. The boot-plug and V-plug outside corner options will be covered. Includes heat welding	

Element/Course: Advanced Heat Welding YEAR 4	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: This course focuses on advanced heat welding processes and the methods required for more complex tasks such as welded seam intersections, boot vs v-plug installations, curved and/or circular seams, and inserts. These advanced heat welding techniques along with how to cold weld rubber and other resilient flooring seams will be covered.	

Element/Course: Stairs YEAR 2	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: Students will learn the importance of precise measuring and careful scribing and cutting. They will also be taught how to perform tasks accurately and efficiently for various carpet, vinyl, rubber, and composite type materials. Includes covering stringers and installing related accessory materials such as nosing, cove stick, bracket and rods, etc., on treads and/or risers. Explanations are provided for how to install single piece tread and riser sections on steps with various types of stair nosing, including those of angular ADA profile.	

Element/Course: Hardwood Installation YEAR 2	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: Students will learn hardwood flooring installation fundamentals using three main methods: nail-down, glue-down, and floating. The nail-down method involves attaching the wood flooring to a wooden subfloor with nails or staples. The glue-down method uses adhesive to bond the flooring directly to the subfloor. The floating method involves interlocking the flooring pieces without attaching them to the subfloor. Each method is covered utilizing INSTALL and NWFA guidelines.	

Element/Course: Hardwood Sand and Finish YEAR 4	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: This course students will learn the entire wood floor sanding process, each piece of equipment, their proper uses, and basic maintenance. Training includes sanding different flooring types and species, sanding multidirectional floors, and re-sanding and recoating factory finished floors. utilizing a variety of stains, sealers, natural oils, waxes, colorants, reactive conditioners, and finishes, repairs, maintenance coats, and different final coat applications and methods. As per NWFA and INSTALL	

Element/Course: Special Applications YEAR 4	Planned Hours: 20 Class 20 Lab
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Southwest Carpenters Training Fund	
Description of element/course: During this week special applications (countertops, wall coverings, window treatment and turf) will be covered. Including the INSTALL certification for Substrate Preparation, Carpet, Resilient, and the NWFA industry recognized hardwood certifications.	

Additional Training Providers (if necessary)

[Click or tap here to enter text.](#)

Print Name Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

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Organization of Training Provider

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Organization of Training Provider



Southwest Carpenters Training Fund

3250 E. Shelby Street, Suite 210

Ontario, California 91764-6584

Phone (213) 739-9336

fundoffice@swctf.org ▪ www.swctf.org

Teri Gardner 11-15-24

To Whom It May Concern,

When choosing committee members for the Northwest UBC Floor Layers JATC the following criteria was given consideration; their connection to the flooring industry in the region, experience in managing that scope of work as well as their connection to employment opportunities for apprentices working in the industry. Their assistance in helping to develop the program and curriculum has been invaluable. We feel confident that both the labor and management committee members will work diligently to ensure the success of the program.



Paula Resa
Assistant Director
20424 72nd Ave S
Kent WA 98032
Phone:253-437-5235 |
Mobile:206-889-9187
Email:
presa@swmsctf.org
www.swmsctf.org



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By EH at 11:56 am, Nov 15, 2024

L&I Apprenticeship Consultant

Teri Gardner 11-15-24

L&I Admin

Department of Labor and Industries
 Apprenticeship Section
 PO Box 44530
 Olympia WA 98504-4530



**Apprenticeship Committee
 Representative Qualifications**

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program Northwest UBC Floor Layers JATC
--

Committee Representative Name Joshua Douglass	Committee Representative Signatur <i>Joshua Douglass</i>
--	---

Employer Representative Employee Representative (*Does not have the authority to hire or fire*)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Representative	Western States Regional Council of Carpenters	06/23	current
Organizer	Pacific Northwest Regional Council of Carpenters	06/11	06/23
Carpenter	multiple	08/97	06/11

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Carpenters Apprenticeship/Renton VoTec	2002	Carpenters	Journeyman
Tahoma High School	1995	Graduated K-12	Diploma

Other Technical Certifications or Licenses Held

Multiple certifications through Carpenters. Most recently was a co-instructor at Carpenters International Training Center in Las Vegas.

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L&I Admin

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program
Northwest UBC Floor Layers JATC

Committee Representative Name
Aleksey Gergalo

Committee Representative Signature
Aleksey Gergalo

Employer Representative Employee Representative (Does not have the authority to hire or fire)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Representative	Western States Regional Council of Carpenters	06/2023	Present
Representative	Pacific Northwest Regional Council of Carpenters	12/2016	06/2023
Carpenter	Carpenters Union Member (worked for multiple companies)	12/2006	Present

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Foss High School	06/2006	High School curriculum	HS Diploma

Other Technical Certifications or Licenses Held

4 years Apprenticeship with Northwest Carpenters Institute.

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Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



**Apprenticeship Committee
Representative Qualifications**

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program Northwest UBC Floor Layers JATC
--

Committee Representative Name Brandon Klassen	Committee Representative Signature
--	--

Employer Representative Employee Representative (Does not have the authority to hire or fire)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Partner	345 construction and flooring co	01/2018	ongoing
Partner	Blue Tiger	06/2008	ongoing
Partner	BNK Services	09/2005	06/2018

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Kamiak High school	06/2001	High School	Diploma

Other Technical Certifications or Licenses Held

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By EH at 10:03 am, Nov 06, 2024

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L&I Apprenticeship Consultant L&I Admin

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program
Northwest UBC Floor Layers JATC

Committee Representative Name
MARK SESSIONS

Committee Representative Signature
[Signature]

Employer Representative Employee Representative (Does not have the authority to hire or fire)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
PRESIDENT	WESTERN FLOORING + HARDWOOD, INC.	08/09	
PRINCIPAL	DECCA HARDWOOD, INC.	01/06	08/09
VP OPS	WESTERN TILE & MARBLE CONTRACTORS, INC.	01/02	01/06
DIVISION MGR	WESTERN TILE & MARBLE CONTRACTORS, INC.	01/94	01/02
PRESIDENT	CASCADE FLOOR COVERING, INC.	05/88	01/94

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
IDAHO STATE UNIVERSITY	02/88	ECONOMICS/ACCOUTING	BA

Other Technical Certifications or Licenses Held

RME CALIFORNIA FLOORING LICENSE
RME HAWAII FLOORING LICENSE



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Teri Gardner 11-15-24

Sustainability Plan

Our sustainability plan for the Northwest Floor Layers UBC JATC Program is as follows:

a. Program Funding

- i. Northwest UBC Floor Layers Joint Apprenticeship and Training Committee is funded by the Southwest Mountain States Carpenters Training Fund (“SWMSCTF”)
- ii. The SWMSCTF is funded through contributions made pursuant to Collective Bargaining Agreements between the Western States Regional Council of Carpenters and employers throughout its jurisdiction.

b. Operating & Administrative Maintenance by Program Funding

- i. Administrative duties will be funded by SWMSCTF and performed by the Executive Director and office staff of the SWMSCTF
- ii. Staffing: The main Training Provider is the SWMSCTF which is managed by the Executive Director, who earns a salary at SWMSCTF
- iii. Curriculum: All books and materials will be paid for by SWMSCTF. Additionally, any other one-time fees or miscellaneous fees will be paid for by the same as above.
- iv. Our classroom and lab space will be at the following locations:
20424 72nd Ave. Kent, WA 98032
1387 Pacific Dr. Burlington, WA 98233
2375 Williamson Pl. DuPont, WA 9823
- v. SWMSCTF will provide all necessary equipment.
- vi. SWMSCTF Committee liability insurance will cover any insurance needs required.

c. Resources to Maintain Delivery of RSI Hours

- i. Any additional resources needed for RSI hours are a part of SWMSCTF operating expense budget.

Sincerely,

Paula Resa
Assistant Director