

**For L&I Staff Use Only**

Rev rec 2/26/2025 *AN*

*Teri Gardner 2-26-25*

Rec 2/14/2025 *AN*

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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



# Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council

FROM: Health Care Apprenticeship Consortium #2169

Please update our Standards of Apprenticeship to reflect the following changes:

- Additions shall be underlined (underlined).
- Deletions shall be struck through (~~struck through~~).
- See attached.

**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	2/14/2025		
Print Name: Laura Hopkins		Print Name:	
Signature: 		Signature:	

Approved By: <b>Washington State Apprenticeship &amp; Training Council</b>
Signature of Secretary of the WSATC:
Date:

Attach additional sheets if necessary

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
BEHAVIORAL HEALTH TECHNICIAN	21-1094.00	2000 HOURS <u>±</u> <u>COMPETENCY</u>
CENTRAL STERILE PROCESSING TECHNICIAN	31-9093.00	2000 HOURS <u>±</u> <u>COMPETENCY</u>
MEDICAL ASSISTANT	31-9092.00	2000 HOURS <u>±</u> <u>COMPETENCY</u>
PEER COUNSELOR	21-1019.00	2000 HOURS <u>±</u> <u>COMPETENCY</u>
PHARMACY TECHNICIAN	29-2052.00	2000 HOURS <u>±</u> <u>COMPETENCY</u>
SUBSTANCE USE DISORDER PROFESSIONAL	21-1011.00	4000 HOURS <u>±</u> <u>COMPETENCY</u>

## INTRODUCTION

The Health Care Apprenticeship Consortium Program (~~“Health Care Apprenticeship Program”~~) (HCAC) is intended to provide access to all healthcare employers within Washington State who seek the benefits of skilled apprenticeship training for their workforce and is sponsored by the SEIU Healthcare 1199NW Multi-Employer Training and Education Fund (~~“Training Fund”~~) (an IRC 501(c)(3) trust managed by a joint Board of employer and union trustee representatives). The Health Care Apprenticeship Consortium Program was created in collaboration with the Training Fund, OPEIU Local 8, SEIU Healthcare 1199NW, UFCW Local 21 and multiple health care employers including:

The above entities have worked in conjunction with the Health Care Apprenticeship Consortium Joint Apprenticeship Training Committee (~~“JATC”~~) to develop the following standards for the Health Care Apprenticeship Program. The Health Care Apprenticeship Program will be available to current Training Fund participating employers and all other healthcare employers in the State of Washington. Programs may also run in Oregon and Alaska.

### I. GEOGRAPHIC AREA COVERED:

~~The State of Washington, the counties of Benton, Clackamas, Clatsop, Columbia, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Washington, and Yamhill in the State of Oregon, and the Yakutat Borough, and all SE Alaska Boroughs south and east of the Yakutat Borough in the State of Alaska.~~

The area covered by these Standards shall be the states of Washington, Oregon, and Alaska.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Oregon or State of Alaska, the JATC will apply the same standards and guidelines applicable to apprentices registered and working in Washington to apprentices registered in the program while working in Oregon or Alaska. However, if licensing/credentialing requirements are different, then they will follow what is required to be employed in that occupation in that state.

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

A. Selection Procedures:

1. **Persons desiring to become a registered apprentice must first be employed by an employer that is a Registered Training Agent in the Health Care Apprenticeship Consortium Program. The applicants complete the apprenticeship application provided by the employer and are to be selected by the individual employers in accordance with customary and established policies. HCAC coordinates hiring expectations as Training Agents hire to ensure program specific requirements are adhered to in supporting diverse candidates. HCAC requires Training Agents to demonstrate they have a diversity statement for their organization. If they do not have one, HCAC will help them develop one.**
2. **Persons desiring to become a registered apprentice must provide verification of the minimum qualifications, and be employed by a registered Training Agent.**
3. **~~The Training Fund does not serve as a referral agency, or training agent, for apprenticeship applicants, but may assist employers in finding potential apprentices for their selection pool.~~ Once hired by the employer, the apprentice will then complete an Apprenticeship Agreement and other required documents. HCAC enters the information into the Apprenticeship Registration and Tracking System.**
4. **HCAC will support interested apprentice applicants through various informational settings ranging from program overviews and connecting candidates with hiring Training Agents.**

B. Equal Employment Opportunity Plan:

The ~~Healthcare~~ Health Care Apprenticeship Consortium Program will:

1. **Promote ~~the Healthcare Apprenticeship Program~~ HCAC through the distribution of program literature and on apprenticeship websites.**
2. **Deliver presentations designed to familiarize youth and other interested persons with apprenticeship opportunities.**
3. **Encourage women, minorities, veterans and persons with disabilities to meet apprenticeship minimum qualifications by connecting them with external training opportunities, classes, employers and agencies that provide support services.**

**IV. TERM OF APPRENTICESHIP:**

- A. **The Medical Assistant, Central Sterile Processing Technician, Pharmacy Technician, Behavioral Health Technician and Peer Counselor programs will consist of a minimum of 2000 hours of reasonably continuous employment and be completed in 12-24 months. College in the High School consists of a minimum of 2000 hours and may be completed in longer cycles based on high school schedule, graduation requirements, and industry-credentialing requirements.**

**VIII. WORK PROCESSES:**

2. Minor apprentices can qualify for an exemption to work in occupations prohibited by WAC 296-125- 030. However, employers need to apply for the exemption as laid out in the Student Learner Exemption for Worksite Learning and Apprenticeships in Certain Hazardous Work (ES.C.11) ~~Limited variances may be allowed for hazardous activities including but not limited to:~~
- ~~• Power driven woodworking machines/tools~~
  - ~~• Power driven metal forming, punching and shearing machines~~
  - ~~• Slaughtering, meat packing, processing, or rendering~~
  - ~~• Power driven paper-product machines~~
  - ~~• Power driven circular saws, band saws, and guillotine shears~~
  - ~~• All roofing work~~
  - ~~• Excavations~~
  - ~~• Occupations involving firefighting and fire suppression duties~~

[please reformat line spacing/margins for all the work processes in Section VIII]

**D. Behavioral Health Technician Approximate Hours/Competency Level**

7. Engages ~~Peers in~~ Collaborative and Caring Relationships.....250 hours

**E. Peer Counselor Approximate Hours/Competency Level**

12. Engages ~~Colleagues in~~ Collaborative and Caring Relationships.....100 hours

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

C. Additional Information:

4. ~~Apprenticeship completion may require passing a professional skills/competency or certification exam for the occupation, as determined or designated by the JATC. The College in the High School partnership requires RSI hours prior to OJT placement. In this structure, the RSI hours must be approved by the JATC to apply toward the completion of the RSI hours required for the apprenticeship program.~~
5. Apprenticeship completion requires passing a professional skills/competency or certification exam for the occupation, as determined or designated by the JATC.
- a. Behavioral Health Technician apprentices are required to pass the National Nurse Aide Assessment Program (NNAAP) written or oral exam and clinical skills exams and obtain the Washington State Certified Nursing Assistant credential.
  - b. Central Sterile Processing Technician apprentices are required to obtain a certification as a Certified Registered Central Service Technician (CRCST).
  - c. Medical Assistant apprentices are required to pass the Certified Clinical Medical Assistant (CCMA) exam administered by the National Healthcareer Association (NHA).

- d. Peer Counselor apprentices are required to pass the Health Care Authority's Certified Peer Counselor training and exam to become a Certified Peer Counselor.
- e. Pharmacy Technician apprentices are required to pass the Pharmacy Technician Certification Exam (PTCE) administered by the Pharmacy Technician Certification Board (PTCB) to become a licensed Pharmacy Technician.
- f. Substance Use Disorder Professionals are required to pass the National Association of Alcoholism and Drug Abuse Counselors (NAADAC) exam and obtain the Substance Use Disorder Professional – Certified credential.

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

A. Administrative Procedures:

3. Sponsor Procedures:

- a. Persons accepted into the Behavioral Health Technician, Central Sterile Processing, Medical Assistant, and Pharmacy Technician apprenticeship program must meet the HIV-blood borne pathogen training and vaccination requirements of their employer within the first month of beginning the apprenticeship program.
- c. Competency skills checklists and schedule of assessments will be provided to apprentices at the beginning of the program. Successful completion of the relevant competency skills checklists and assessment(s) as evaluated by the training agent during OJT and instructors during RSI are required for the apprenticeship to receive step increases and graduate from the apprenticeship program.
- f. If a registered training agent terminates the employment of an apprentice due to acquisition, ceasing operations, layoff or other circumstance through no fault of the apprentice, the Healthcare Apprenticeship Program HCAC will make every effort to place the apprentice with another registered Training Agent, for the remainder of their apprenticeship. In the event there are no available placement opportunities, the Healthcare Apprenticeship Program HCAC will provide two options. Exercising any one option does not negate the ability of the apprentice to pursue an alternate course of action if the action is taken within 180 days. The options are:
- g. The JATC will review all apprentices in suspended status on at least a semi-annual basis. Apprentices who have been in a suspended status for at least 6 months, and have not requested a return to active status, or been in communication with Training Coordinator or apprenticeship staff, will need to submit a letter of explanation or will be called before the JATC, which may result in an extension of the suspension or cancellation of the apprenticeship agreement. In the event that contact with the suspended apprentice is unsuccessful after multiple attempts and modalities, this will result in cancellation.
- j. It is the apprentice's responsibility to keep his or her current address and contact information on file with the Healthcare Apprenticeship Program HCAC.
- k. Credit for Previous Experience of Early Completion (OJT Only): The intent of granting credit is to align the apprentice's status with the level at which they are performing:

- i. An apprentice who has previous industry-related work experience may request credit for previous experience. The apprentice must provide documentation to verify their industry-related experience by submitting an OJT Prior Experience Application that includes a letter of request and a resume, a detailed breakdown of the hours requested, and a completed mentor and supervisor competency checklist of the skills and duties being requested. The document is signed by the apprentice and the Training Agent's mentor and supervisor.
- l. Credit for Previous Education/Challenge of Curriculum (RSI Only):
  - ii. Apprentices are responsible for any associated credit for prior learning fees for credit granted for previous education administered and charged by the college where the credits are applied.~~to include tuition fees for credit.~~ Apprentices are responsible for any associated fees for challenging RSI curriculum to include but not limited to cost to proctor exam and associated tuition fees.
  - iii. To be considered for credit for previous education, apprentices must have successfully completed post-secondary level class(es) in the related subject within the previous ~~five (5)~~ seven (7) years and have a passing grade of 80% or higher.
- m. Related/Supplemental Instruction:
  - ii. Apprentices may request an excused absence by contacting ~~both the Training Coordinator and their instructor in advance. Excused absence requires the approval of the Training Coordinator,~~ unless the apprentice is enrolled in the HCAC high school partnership apprenticeship program. Those apprentices must follow their school procedures for absences and get instructor approval. The apprentice must work out a plan with the instructor to make up the time and assignments.
  - iii. ~~Excused a~~ Absences require class time to be made up at a rate of one (1) hour for every one (1) hour missed, ~~plus one of the following:~~
    - 1) ~~A note from the apprentice's physician indicating that an illness/injury is preventing them from attending school.~~
    - 2) ~~Proof of death of immediate family member.~~
    - 3) 1) Special circumstances will be reviewed by the Training Coordinator and referred to the JATC at the discretion of the Training Coordinator.
  - iv. ~~Unexcused absences, Tardiness and Failure of classes covered in Section X.B.3 Disciplinary Procedures.~~
- n. Hours Reporting:
  - i. The apprentice must track and keep record of on the job work progress hours as outlined in these Standards of Apprenticeship. Access to work progress reports will be made available to each apprentice by ~~the Healthcare Apprenticeship Program~~ HCAC at the start of their apprenticeship.
  - iii. The apprentice shall submit the monthly work progress record to ~~the Healthcare Apprenticeship Program~~ HCAC prior to the ~~tenth (10<sup>th</sup>)~~ fifth (5<sup>th</sup>) day of the following month by:
  - iv. Failing to submit work progress records in a timely manner may result in disciplinary action.

- v. Vacation hours do not count toward hours required to complete the program.
- ~~vii.~~ Apprentice must maintain employment with an Approved Training Agent to remain active in the Healthcare Apprenticeship Program HCAC.
- viii. Apprentices, who have been separated from their employer, may complete the RSI quarter they are currently enrolled in and receive credit towards completion of that portion of the RSI, provided they pass the class.
- ix. The JATC will approve all apprentice completions.
- x. An Apprentice must pay for and obtain ~~and provide the Healthcare Apprenticeship Program~~ a copy of the Department of Health license or certification before he/she will be issued the Washington State Journey level Certification of Completion.

## B. Disciplinary Procedures

### 3. Sponsor Disciplinary Procedures:

#### c. Unexcused Absences:

- i. The apprentice must notify the ~~Coordinator~~ Instructor about all absences, unless the apprentice is enrolled in the HCAC high school partnership apprenticeship program. Those apprentices must follow their school procedures for absences and notify their instructor.
- iii. An apprentice who misses hours that exceed available make-up time will be considered to have failed the class. (Please see X.B.3.e.ii.) may have no more than ~~3% unexcused absences of total RSI hours in an academic year. The Apprentice must make up those 3% of unexcused absences per academic year.~~
- d. ~~For~~ Excessive tardiness, or leaving early, will need to be made up hour for hour. a grace period of up to one (1) hour per course will be allowed with a maximum accumulation of three (3) hours per academic year, to be made up hour for hour. Time missed beyond the three (3) hours per academic year will treated as an unexcused absence.
- f. Behavior problems while at school will be dealt with in a ~~three-step~~ progressive process. First a documented verbal warning, then a written warning, and finally a mandatory appearance before the JATC. An apprentice may be called before the JATC to be disciplined, suspended, or canceled for inappropriate behavior or refusing to correct behavior problem in class. This may include, but is not limited to, being suspended from school until the apprentice, instructors, or staff develop a corrective action and support plan.
- i. Apprentice notification to appear before the JATC will be sent at least twenty (20) days prior to the hearing and will contain the alleged charges and Standards section(s) violated, and a range of penalties, which may be imposed.
  - ii. During disciplinary probation or suspension, the following sanctions may include but are not limited to:
    - 1) Hours worked may not apply towards the term of apprenticeship, and/or HCAC has the right to extend the term of apprenticeship

**XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE**

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

[Please delete the Committee in its entirety and replace with the following]

c. The employer representatives shall be:

**Amanda Roper, Secretary  
Multicare  
315 MLK Jr. Way  
Tacoma, WA 98405**

**Maria Kim  
UW Medicine  
1959 N.E. Pacific  
Seattle, WA 98195**

**Melissa Liu  
Kaiser-WA  
2715 Naches Ave. S.W.  
Renton, WA 98057**

**Jermaine Smiley, Alternate  
Kaiser-WA  
2715 Naches Ave. S.W.  
Renton, WA 98057**

d. The employee representatives shall be:

**Ligaya Domingo, Chair  
SEIU 1199 N.W.  
19823 58<sup>th</sup> Pl S, Ste 200  
Kent, WA 98032**

**Maureen Hatton  
UFCW 3000  
23040 Pacific Hwy. S #101  
Des Moines, WA 98198**

**Tara Powell  
OPEIU Local 8  
2900 Eastlake Ave. E. Ste. 220  
Seattle, WA 98102**

**Carmen Diaz, Alternate  
SEIU 1199 N.W.  
19823 58<sup>th</sup> Pl S, Ste 200  
Kent, WA 98032**

**Suzanne Mode, Alternate  
OPEIU Local 8  
2800 1<sup>st</sup> Ave., #304  
Seattle, WA 98121**

**Grace Land, Alternate  
SEIU 1199 N.W.  
19823 58<sup>th</sup> Pl S, Ste 200  
Kent, WA 98032**

**Valarie Peaphon, Alternate  
OPEIU Local 8  
2900 Eastlake Ave. E. Ste. 220  
Seattle, WA 98102**

**Sabrina Kimm, Alternate  
SEIU 1199 N.W.  
19823 58<sup>th</sup> Pl S, Ste 200  
Kent, WA 98032**