

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



**TRAINING AGENT AGREEMENT AND
UNDERSTANDING OF EQUAL EMPLOYMENT
OPPORTUNITY (EEO) REQUIREMENTS OF
THE APPRENTICESHIP COMMITTEE
ALTERNATE SELECTION PROCESS**

The following training agent subscribes and agrees to comply with the requirements in the apprenticeship program standards registered as Greater Spoknae Apprenticeship Training (GSAT) with the Washington State Apprenticeship and Training Council (WSATC), hereby agrees, in consideration of their participation in the registered program:

1. To comply with the Equal Employment Opportunity (EEO) requirements of the WSATC; the U.S. Department of Labor's Equal Opportunity regulation 29 CFR Part 30; and the pledge, EEO plan and selection method filed by the name Apprenticeship Committee and approved by the WSATC and the Office of Apprenticeship, Training, Employer and Labor Services (OATELS), as being in conformity with the requirements of the EEO Plan of the WSATC, WAC 296-05, RCW 49.04, and 29 CFR Part 30; and
2. To have their name removed as a training agent from the above named program after a WSATC and/or OATELS finding of failure to adhere to the above EEO requirements, and
3. Notification of removal of as a training agent from participation in the above named apprenticeship program to be furnished to the Apprenticeship Section, Department of Labor and Industries, by the Apprenticeship Committee.

Company Name

Company Representative Name/Title

Date

Signature

Brenda Hamilton/Training Director

Program Representative Name/Title

Signature

Date



Welcome to the Greater Spokane Electrical Training. GSET is a division of the Greater Spokane Apprenticeship Training 501c3 Non-Profit Corporation. As a Training Agent of GSET, you will be required to comply with the Apprenticeship Standards adopted by GSET and registered with the Washington State Apprenticeship and Training Council (WSATC). GSET is governed by the GSET Committee. Concerns can be brought before the board by contacting the GSET Training Director.

GSET Training Agents (TA) will agree to sign and follow the EEO Requirements and Authorized Training Agent forms required by WA L&I. GSET Training Agents will agree to comply with the following:

- GSET Standards of Apprenticeship
- Duties of GSET Training Agents as outlined in III.A.; III.B.; and X.3.c.1-9 of the GSET Standards of Apprenticeship
- Require Apprentices to comply with GSET Standards of Apprenticeship
- Use a GSET standardized application process for employment (III.A.2)
- Report beginning Journeyman wage rate yearly to GSET.
- Participate in the nominating and voting process for the GSET Committee
- Report to or appear before the GSET Committee after receiving a written notice. Notice will be provided 20 days before appearance is required.
- All O1 Electricians apprentices will be registered in the GSET Apprenticeship. O1 Trainees will not be allowed as of July 2023 per WAC.
- Provide information regarding the apprentice's job performance, wage rates, and work processes/ Scope of Work related to OJT.
- Met or exceed requirements of WA L&I, WSATC, and the WA Electrical Industry
- Provide payment for apprentice's tuition and books at enrollment.
- Pay a one-time fee to GSAT upon approval as a Training Agent. There are no OJT fees with GSET.

*Questions and or concerns that a GSET Training Agent has should be directed to the GSET Training Director. GSET has contracted the Related Supplemental Instruction (RSI) portion of the apprenticeship to North Idaho College Workforce Training Center. RSI will take place at the WFT center, 525 S, Clearwater Loop, Post Falls, Idaho. Any apprentices traveling over 50 miles to participate in RSI will be compensated for mileage by their employer/training agent. All written correspondence for GSET should be mailed to 1312 N. Monroe Street, Suite 121, Spokane, WA 99201. The GSET Committee will

meet at the Monroe Street location in the boardroom. GSET Committee meetings are attended by invitation only and occur on a quarterly basis.

To request an invitation or bring forth an issue before the GSET Committee, please contact the GSET Training Director 20 days before the scheduled quarterly meeting. A schedule of meetings will be provided for Training Agents.

The RSI plan, Standards of Apprenticeship, and applications for apprentices and training agents can be found on the Greater Spokane Apprenticeship Training website at www.SpokaneApprenticeship.org.

By signing, the Training Agent consents to comply with the above-described requirements and the GSET Standards of Apprenticeship.

Print Name and Title

Company

Signature

Date

Signature

Date

Brenda Hamilton, Training Director
Greater Spokane Electrical Training



Hiring Procedures for GSET Training Agents (TA)

GSET is an employer select apprenticeship. All 01 General Electrician apprentices must be placed in the GSET apprenticeship per WAC ruling starting July 1st, 2023. All GSET TAs will follow the EEO Requirements of the Federal Government, the State of Washington, and the GSET EEO plan. The following are GSET hiring procedures.

1. GSET TAs will use a standardized application process including an application, acceptance of apprenticeship, and new hire checklist. The acceptance of apprenticeship will be signed by the apprentice after they have been approved and hired.
2. GSET TAs will submit the application of the apprentice candidate and the documentation required by the new hire checklist to the GSET Training Director via email. Once the GSET Committee has approved the candidate, an offer of employment and apprenticeship may be made by the employer/TA. Committee Approvals will be processed immediately to expedite the hiring process.
3. GSET TAs will email a copy of the acceptance of apprenticeship to the Training Director via email. The Training Director will then contact the apprentice and provide them with the GSET Standards and Related Supplemental Instruction (RSI) plan. The Training Director will review the apprentice’s rights and responsibilities according to GSET Standards of Apprenticeship with the apprentice.
4. The GSET apprenticeship starts on the first day of employment for the apprentice. The apprentice will be enrolled in the next section of RSI.
5. Refusal of the 01-apprentice candidate to accept the terms of apprenticeship automatically disqualifies the candidate for employment by GSET TA.

Please note: Failure to comply with hiring procedures will result in termination of TA agreement with GSET.

Employer signature: _____ Date: _____

GSET Signature: _____ Date: _____

Office only:



Washington State Department of
Labor & Industries

Apprenticeship
PO Box 44530
Olympia WA 98504-4530

Approved Training Agent

For Labor and Industries Staff Only	
Apprenticeship Consultant	L&I Admin

Effective Date	Termination Date
----------------	------------------

Employer Name		
Address		
City	State	Zip Code
Contact Person Name	Contact Phone Number	
Contact Email		
Contractor ID Number (if applicable)	UBI Number	
Name of Registered Apprenticeship Program & ID		
Occupation(s) <input type="checkbox"/> check box for all occupations list on Standards of Apprenticeship		

The Employer understands and agrees that participation is voluntary. Failure to adhere to the requirements for apprenticeship established under [RCW 49.04](#), Chapter [296-05 WAC](#), and [29 CFR Parts 29](#) and [29 CFR Part 30](#) could result in the cancelation of the employer's agreement and its ability to participate in the apprentice program.

By signing below, the program sponsor certifies they have reviewed the requirements with the employer and the employer agrees to provide Anti-Harassment training and education to all employees who work with apprentices per [WAC 296-05-407](#).

For the Employer

Signature:	
Print Name:	
Title:	Date signed:

For the Apprenticeship Program:

Signature:		Signature:	
Print Name:		Print Name:	
<input type="checkbox"/> Chair	<input type="checkbox"/> Authorized Signer	Date signed:	<input type="checkbox"/> Chair <input type="checkbox"/> Authorized Signer
		Date Signed:	