

WAC 308-20-065 Student and apprentice registration. (1) All schools and apprentice shops shall register any new student to the department in a manner and format prescribed by the department.

(2) At least one time per month, on or before the tenth day of the month, schools and apprentice shops shall submit to the department, a record of each student or apprentice's accrued clock hours in a manner and format prescribed by the department. A school or apprentice shop's initial submission of clock hours shall include all hours accrued at the school or apprentice shop and all transferred hours received by the school or apprentice shop.

(3) Upon graduation, a school shall certify in a manner and format prescribed by the department that a student has completed the curriculum hours approved by the department.

(4) Upon completion of the apprenticeship training program, the apprentice shop shall certify in a manner and format prescribed by the department that an apprentice has completed the minimum number of training hours approved by the department.

(5) Schools and apprentice shops shall report a student or apprentice's withdrawal or termination to the department, in a manner and format prescribed by the department, within ten calendar days of the withdrawal or termination.

(6) Schools and apprentice shops shall report a student or apprentice's leave of absence request approved by the school or apprentice shop to the department, in a manner and format prescribed by the department, within ten calendar days of the start date of the leave.

[Statutory Authority: RCW 43.24.023 and 18.16.030. WSR 13-24-042, § 308-20-065, filed 11/26/13, effective 1/1/14; WSR 08-22-029, § 308-20-065, filed 10/28/08, effective 2/1/09.]