

**WAC 296-05-100 Records required by the WSATC.** (1) Program sponsors must keep adequate records including, but not limited to, the following:

- (a) Selection of applicants:
  - (i) A summary of the qualifications of each applicant;
  - (ii) The basis for evaluation and for selection or rejection of each applicant;
  - (iii) The records pertaining to the interviews of applicants; and
  - (iv) The original application for each applicant.
- (b) Operation of the apprenticeship program:
  - (i) On-the-job training assignments;
  - (ii) Promotion, demotion, layoff, or termination;
  - (iii) Rates of pay or other forms of compensation or conditions of work;
  - (iv) Hours of training provided on-the-job by work process and in related/supplemental instruction in accordance to the sponsor's approved plan;
  - (v) Signed and approved training agency agreement forms; and
  - (vi) Any other records needed by the WSATC to determine compliance with these rules.

(2) Equal employment opportunity plans:

- (a) A copy of the program's complete equal employment opportunity plan. All data and analysis made to determine enrollment deficiencies;
  - (b) Evidence that equal employment opportunity plans are reviewed on an annual basis; and
  - (c) Evidence that equal employment opportunity plans, goals, and timetables are updated when necessary.
- (3) Documentation necessary to establish a sponsor's good faith effort in implementing its equal employment opportunity plan:
- (a) Who was contacted;
  - (b) When the contacts were made;
  - (c) Where the contacts occurred;
  - (d) How the contacts were made; and
  - (e) The content of each contact.

(4) Qualification standards: Evidence that the sponsor's qualification standards meet the requirements of WAC 296-05-015.

Program sponsors must keep adequate records related to operations of the apprenticeship program including, but not limited to, records reflecting selection of applicants, equal employment opportunity plans and implementation of plans for a minimum of five years. Program sponsors must provide access to records when requested by the WSATC or the apprenticeship supervisor.

[Statutory Authority: RCW 49.04.010 and 19.285.040. WSR 18-17-149, § 296-05-100, filed 8/21/18, effective 10/10/18. Statutory Authority: Chapter 49.04 RCW, 2011 c 308, and 2011 c 21. WSR 13-03-127, § 296-05-100, filed 1/22/13, effective 3/1/13. Statutory Authority: RCW 49.04.010, 2001 c 204, and chapter 49.04 RCW. WSR 01-22-055, § 296-05-100, filed 10/31/01, effective 1/17/02.]