



# NE Washington – N Idaho Sheet Metal Apprenticeship

7209 E. Trent Ave. Suite 1, Spokane, WA 99212  
(509) 928-5009 Fax# (509)928-3022  
[www.smtt.org](http://www.smtt.org)

*Training for the Industry's Future  
A Joint Responsibility*

July 12, 2010

## **Notification of Sheet Metal Apprenticeship Opportunities**

### **Source of Apprenticeship Applications**

N.E. Washington-North Idaho Sheet Metal Apprenticeship  
East 7209 Trent Ave., Spokane, WA. 99212  
[www.smtt.org](http://www.smtt.org)

### **When to Apply**

Applications will be accepted year around on Monday and Tuesday from 8:00 AM to 11:00 AM & 1:00 PM to 4:00 PM.  
(Expect Holidays)

### **Minimum Qualifications:**

Applicants shall meet the following minimum qualifications:

Age:	18 to open
Education:	Must have a high school diploma or G.E.D. A high proficiency in mathematics is desired.
Physical:	Applicants must be physically fit to perform the work of the trade. Employment in certain facilities or job sites may require a medical examination prior to being indentured.
Testing:	Upon completion of the application form, the applicant will then be scheduled to take a basic aptitude test. The aptitude test consist of 36 general math questions and 40 general reading questions. The applicant must have at least 17 correct math answers and 27 correct reading answers. If applicant fails of the test, no further processing will be done.
Other:	Applicants not meeting the minimum qualifications must wait ninety (90) days before re-applying. Applicant must have a valid drivers license.

### **Each applicant is required to:**

- (1) Fill out an Application for Apprenticeship form at 7209 E. Trent Ave., Spokane, WA.
- (2) Submit a copy of a High School transcript or G.E.D., and have a valid drivers license to verify meeting minimum qualifications.
- (3) If the applicant claims credit for any college, military, pre-apprenticeship training, technical school training, he/she must submit documents to verify applicants attendance.
- (4) Submit a copy of birth certificate.
- (5) The above mentioned items (lines 2,3,and 4) must be submitted and received in the Trust Office within 20 days of making application.
- (6) Upon completion of the application form the applicant will be instructed to take a Sheet Metal aptitude test as scheduled by the Training Trust staff. A minimum grade of 80% will be required. Applicants meeting minimum qualifications and the criteria of this selection procedure will be instructed to appear before the apprenticeship committee for interview and comparative evaluation and score and placed on a list accordingly to await employment.

### **In the oral interview, points are awarded in the following 5 areas:**

- (1) **Minimum Qualifications – up to 40 points**
- (2) **Courses Beyond High School or GED (Trade Related) – up to 45 points**
- (3) **Work Experience – up to 40 points**
- (4) **Personal Attributes – up to 50 points**

### **Availability of Apprenticeship Opportunities**

The number of new apprentices accepted will be based upon the needs of the industry as projected from reliable trends.

### **Equal Opportunity Employment Policy**

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination based on race, religion, national origin, or sex. The sponsor shall take affirmative 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 Labor Standards.

Females and minorities are encouraged to apply.

# **GENERAL INFORMATION FOR PROSPECTIVE APPLICANTS**

A joint committee consisting of both labor and management supervises the training of apprentices for the Sheet Metal construction industry. This training is coordinated through the office of the North Eastern Washington-Northern Idaho Sheet Metal Training Trust and is a five year program requiring 9,000 hours of on-the-job training.

The minimum requirements for apprentice applicants are:

- 1) High school graduate or G.E.D.
- 2) At least 18 years of age
- 3) Evidence of being physically fit

Each applicant is required to:

- 1) Fill out an application form
- 2) Submit a copy of high school transcript
- 3) If the applicant claims credit for any college, military or technical school training, he/she must submit documents certifying such training
- 4) Submit a copy of birth certificate
- 5) Take a Basic Aptitude test. (Minimum correct answers for math 17 and for reading 27)

Applicants who have met the requirements are called before the Joint Apprenticeship Committee and interviewed to further determine their interest and possible ability to succeed in this training program. Unless disqualified for some reason, those who are interviewed are given a composite score or rating and are placed on the applicant ready list in order of their scores. You may periodically check with the trust office to determine your placement position as applicants become apprentices. Applicants will remain on the list for two (2) year. After two (2) year you will be required to reapply. If an applicant fails to respond to an apprentice job opportunity mailed to applicant's last known address by certified mail, return receipt requested, the applicant's name will be removed from the list. It is the applicant's responsibility to keep the sponsor informed of the applicant's current mailing address. A sponsor, upon receiving a written request from a former applicant whose name was removed from an eligibility list, may restore the applicant's name to the list.

During the school year the apprentices will be required to attend scheduled classes as directed by the apprenticeship committee. The committee may require that the applicant or apprentice attend further classes, possible during the day to meet the basic entry level requirements of the apprenticeship program.

Apprentices are dispatched to signatory contractors from the applicant ready list as they are called for. Efforts are made to give at least one week notice to the applicant before dispatch to allow for an orderly notice to his or her current employer. Please note that in some cases this may not be possible. Before the applicant is dispatched he or she will be required to take a pre-employment Alcohol, Drug and Chemical Abuse screening test. Refusal by the applicant to submit to urinalysis screening will result in immediate disqualification from the program. A confirmed positive screening will result in immediate disqualification. Upon a disqualification, the applicant will not be allowed to reapply for one year.

The Training Trust makes every effort to secure steady work for the apprentices. However, you must realize that the construction industry is sometimes seasonal and that depending on the economy and certain other factors, it is possible that you will be unemployed at times. You may work for one contractor during your apprenticeship training or you may work for several contractors, depending on the work situation.

Your apprenticeship training should be considered as comparable to a professional education...not just a job. It will be a long hard grind to finish the five years of training, meet your obligations at work and at home, and still give what it takes to get the job done.

But, for those who complete the task - the monetary rewards and pride of accomplishment are well worth the effort!

## APPLICATION INSTRUCTIONS

1. Make sure you meet the following minimum requirements for application:
  - A. -Possess a high school diploma or a GED
  - B. -Are physically capable of performing the work of the trade.
  - C. -Valid Drivers License
2. Read the information for Prospective Applicant sheet attached to the applicant packet.
3. Upon returning the completed application you will be required to sign the sign-in log and read all applicable material and take the basic aptitude test. The required reading takes approximately 2 ½ hours.
4. You must return the completed application in person to the Sheet Metal Training Trust office located at 7209 E. Trent Ave Spokane, WA on Mondays and Tuesdays only from 8:00 AM to 11:00 AM and 1:00 PM to 4:00 PM.
5. All other material including required transcripts, copies of birth certificates, and any additional materials you may wish to submit must be in the Trust office no later than 20 days from making application.

**Note: These deadlines must be met in order to continue the application process.**

6. Upon completion of the application form the applicant will be instructed to take a Sheet Metal aptitude test as scheduled by the Training Trust staff. A minimum grade of 80% will be required.
7. After you have met the above conditions of the application process, you will be notified by letter of your interview with the Joint Apprenticeship committee.
8. After you have met all the conditions of the application process (within the time frames allotted), you will be notified by letter of the order of your placement on the employment eligibility list.

## *Scholarship Loan Agreement*

Dear Applicant:

It is the policy of the North Eastern Washington-Northern Idaho Sheet Metal Training Trust that all individuals who become apprentices in the industry will sign a Scholarship Loan Agreement and a Promissory Note.

The North Eastern Washington-Northern Idaho Sheet Metal Training Trust and the International Training Institute for the sheet metal industry spend substantial sums of money in training apprentices. The future of the training program in the union sheet metal industry depends upon a commitment by today's generation of apprentices to continue to work in the union sheet metal industry. This commitment will generate contributions to the North Eastern Washington-Northern Idaho Sheet Metal Training Trust, which will allow future generations of union sheet metal workers to be properly trained.

The Scholarship Loan Agreement and Promissory Note that you sign is a binding contract, and it is a specific recognition on your part that certain direct costs of your training will be paid for by your future working efforts in the sheet metal industry.

This is not a burdensome contract. It does not require you to work in the union sheet metal industry; you are free to pursue any career that you wish. However, what it does do is require that if you work in the sheet metal industry, you will work pursuant to a trust participation agreement or a collective bargaining agreement that provides for contributions to the North Eastern Washington-North Idaho Sheet Metal Training Trust or another Joint Apprenticeship and Training Committee sponsored by or affiliated with a local union of the Sheet Metal Workers' International Association. If, within ten years after completing your apprenticeship program, you work in the sheet metal industry for an employer who is not signatory to such a trust agreement, you will then be required to pay back the Sheet Metal Training Trust all or a portion of the cost of your training

**NOTICE**

**OF**

**RIGHT TO REGISTER COMPLAINTS**

Any apprentice or applicant for apprenticeship who believes he or she has been discriminated against on the basis of race, color, religion, national origin, or sex has 180 days from the date of the alleged discrimination to register a written complaint.

Complaints may be registered with the employer, the above-headed training trust, The Department of Labor, or directly to the complaint review body.

If you choose not to register a complaint in the order stated, or if there is not a procedure in place, you may register a written complaint in any order of preference.

**Forms for registering a complaint are available at the following office and address:**

Department of Labor and Industries  
Apprenticeship Division  
901 North Monroe, Suite #100  
Spokane, WA 99201-2149  
(509) 324-2509

Employment and Training Administration  
Bureau of Apprenticeship and Training  
1400 Talbot Road South, Suite #100  
Renton, WA 98055  
(425) 277-5214

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