

# Apprentice Utilization Requirement

## Facts and Additional Resources

Your project requires 15.0% of all labor hours to be performed by apprentices.

### What is the Apprenticeship Utilization Requirement?

Apprentice utilization is a requirement on every WSDOT construction project with an engineering estimate of \$2M or greater. This document is intended to provide an overview of the Apprenticeship Utilization Requirement and provide some resources to help you succeed.

The Apprenticeship Utilization Requirement is a project-wide requirement, however, the burden to meet it falls on you, the Prime Contractor. WSDOT encourages Prime Contractors to provide this resource document to your subcontractors and others working on your project that contribute to the overall project labor hours.



### What is an apprentice?

An apprentice combines on-the-job training with related classroom instruction, all under the supervision of a journey-level professional. Apprentices are paid while they learn and develop knowledge, skills, and abilities in a new career field. You, your

subcontractors, and other firms working on your project benefit from hiring apprentices by creating opportunities for growth amongst the various trades at a fraction of the cost of hiring journey-level workers. In exchange, you, your subcontractors and other firms working on your project contribute to the overall success of the Apprenticeship Utilization Requirement. Apprentices must be registered through the Apprenticeship Registration Tracking System ([ARTS](#)) and must be enrolled in an approved apprenticeship program for their hours to count towards the requirement.

### What is an apprentice program?

Department of Labor and Industries (L&I) approves a wide variety of apprenticeship programs that are offered by employers, employer associations, and labor unions. An apprenticeship program combines classroom instruction with paid, on the job training. As an employer, you can choose to create and sponsor your own apprenticeship program that is registered with and approved by the state or join an existing registered apprenticeship program as a training agent. Your firm does not need to belong to a labor union to enroll in an apprenticeship program. Approved programs can be found by searching ARTS.

### Out-of-state apprentices and out-of-state contractors

Out-of-state contractors are not

exempt from employing apprentices and meeting the requirement. Out of state contractors may use their own apprentices if the apprentices are registered in ARTS and are registered in a state approved apprenticeship program. A [reciprocal agreement](#) exists between Washington, Oregon, and Montana, allowing Contractors to use apprentices and apprentice programs from the three states in the agreement. Contractors must verify apprentices are registered in the appropriate state, and provide verification. Oregon Apprentices and Apprentice Programs are registered through Oregon Bureau of Labor and Industries (BOLI) and Montana Apprentices and Apprentice Programs are registered through the Federal RAPIDS system. In either case, the Contractor must contact the desired program to find out the details of the program and register as a training agent. The reciprocal agreement is updated periodically. You are responsible for operating under the correct agreement.

### How do I get credit for employing Apprentices?

Apprentices must be registered in one of the approved apprentice programs found in ARTS for hours to be counted toward the requirement in the Prevailed Wage Intents and Affidavits (PWIA) system. Each apprentice will have a unique apprentice registration number, which is required when filing certified payroll. PWIA tracks

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the apprentice hours and uses the overall labor hours to determine apprentice utilization. All labor hours that are covered under prevailing wage laws are required to be entered into PWIA including those supervisors that contribute to the physical work on the project. See the [LABOR HOURS DEFINED](#) resource sheet for more information. L&I has provided [examples of supervisor labor hours](#) and when to include hours on certified payrolls.

All hours included on certified payrolls are included in the calculation for determining the apprenticeship utilization percentage. Reporting labor hours extends beyond subcontractors as defined in SS 1-08.1. ALL FIRMS contributing to your project that are performing work subject to prevailing wage requirements are required to submit certified payrolls, and those hours are counted towards the apprentice utilization percentage. **DO NOT INCLUDE HOURS THAT ARE NOT COVERED UNDER PREVAILED WAGE REQUIREMENTS ON CERTIFIED PAYROLLS.**



## Good Faith Efforts

Good Faith Efforts (GFE) documentation is required if you do not meet or exceed 15.0% utilization on your project. You are required to show what efforts you and

your subcontractors made, as well as any obstacles you faced for the duration of the project. These efforts begin prior to breaking ground and must continue through the life of the project until physical completion. Documentation of your efforts are required to accompany the GFE to include but not limited to:

- Correspondence with your subcontractors throughout the project reminding them of the apprentice requirement
- Correspondence between you and labor unions, apprentice programs, or employer associations discussing your need for apprentices on your project
- Documentation of efforts made to advertise the need for apprentices (this could include posting in local newspapers, posting at jobsites, or other various outreach)
- Documentation of obstacles you and your subcontractors faced to secure apprentices
- Documentation explaining how other requirements impacted the apprentice requirement (TERO, DBE, required training in contract documents for specialized work)
- Documentation from your subcontractors or others working on your project providing evidence of the efforts made to meet the Apprenticeship Utilization Requirement

NOTE: DBE contractors and subcontractors are not exempt from participating in the Apprenticeship Utilization Requirement and do not

automatically qualify as an acceptable reason to not meet the apprentice requirement.

The Project Office will evaluate your GFE and determine if it is acceptable. See WSDOT [FAQs](#) for more information on GFE acceptance.

**WSDOT wants you and your subcontractors to succeed in meeting the Apprenticeship Utilization Requirement. A list of additional resources is below.**

### [Labor & Industries \(L&I\), Washington State](#)

[apprentice@lni.wa.gov](mailto:apprentice@lni.wa.gov)

360-902-5320

[Laws, Rules & Policies](#)

[Apprenticeship Registration Tracking System \(ARTS\)](#)

[Apprenticeship Utilization Fact Sheet \(LNI\)](#)

[PWIA Contractor Portal Step-By-Step Guide](#)

[PWIA How-To Videos](#)

### [Washington State Department of Transportation](#)

360-705-6970

[Apprentice Utilization Requirements](#)

[Construction Manual M 41-01](#)

[GSP 1-07.9\(3\).OPT1.GR1](#)