



Apprentice Utilization Plan

To be submitted prior to the first working day

Date	Contract Number
Contract Name	Project Start Date
Prime Contractor	Working Days

All Companies employing labor as defined in WAC Chapter 296-127 and RCW 39.12 are required on the Apprentice Utilization Plan, and the hours of those employees performing work under WAC Chapter 296-127 and RCW 39.12 must be listed on this plan and must be reported on certified payrolls in the Prevailing Wage Intent and Affidavit (PWIA) system. There are no exceptions to this instruction. See page 4 for form instructions.

					Estimated Hours	
Company Start Date	Company Name	Occupation	Registered Training Agent (Yes/No)	Apprentice Program Name	Total Labor Hours (Included Apprentice Hours)	Apprentice Hours

					Estimated Hours	
Company Start Date	Company Name	Occupation	Registered Training Agent (Yes/No)	Apprentice Program Name	Total Labor Hours (Included Apprentice Hours)	Apprentice Hours
					Total	
					Project Percent	

Comments:

Completed By

Email Address

Title

Phone Number

Form Instructions

Date: Date of Apprentice Utilization Plan submittal (must be prior to the first working day)

Contract Number: WSDOT Contract Number

Contract Name: WSDOT Contract Name

Project Start Date: Estimated First Working Day

Prime Contractor: Prime Contractor

Working Days: Original Working Days

Company Start Date: Estimated Start Date found on the Submitted Request to Sublet (RTS)

Company Name: List the name of each firm working on the project

Occupation: List all trades and crafts working for each company. Use a separate row for each occupation the company employs. For example, Company A may require a Flagger, Heavy Equipment Operator, and Laborer. List each occupation as a separate entry. These occupations should generally match the certified payrolls.

Registered Training Agent: Indicate YES if the Company is a registered Training Agent for a Washington State Apprenticeship and Training Council (WSATC) approved program. This will include apprenticeship programs with WSATC approved reciprocal recognition.

Apprenticeship Program Name: Name of the apprenticeship program the Company is a registered Training Agent. Use the name of the program as found on the Apprenticeship Program Standards.

Estimated Total Labor Hours: This is the combined journey-level and apprentice-level hours anticipated on the project for each occupation for each Company

Estimated Apprentice Hours: This is the estimated apprentice-level hours anticipated on the project for each occupation for each Company

Total: The form will sum all rows to calculate the total anticipated project labor hours and total anticipated apprentice labor hours.

Project Percent: The form will divide the apprentice labor hours by the total labor hours to provide an estimated project percentage. This must be 15% or higher.

NOTE: Project labor hours include Prime Contractor, subcontractors, material suppliers, manufacturers, fabricators, and any other firm considered subcontractor as defined in [RCW 60.041.011](#).

Apprentice Utilization Requirements

WSDOT requires all construction projects with an engineer's estimate of \$2 million or more to include 15% apprentice utilization requirements (AURs) in accordance with [RCW 39.04.320](#).

Apprentices

Apprentices must be registered with a Washington State Apprenticeship Training Council ([WSATC](#)) approved program or be in a program that has been granted state or individual reciprocal recognition by the WSATC in accordance with [RCW 39.04.310](#). Work performed by unregistered apprentices or trainees will not count toward the 15% utilization rate.

Apprentice Programs

Contractors must have a WSATC approved apprenticeship program or be a registered training agent for a WSATC approved program to use apprentices that count toward project apprentice labor.

Approved apprenticeship programs include programs with registered apprenticeship programs in states with Washington reciprocity. A copy of the current Reciprocal Agreement can be found [here](#).

Contractors must use apprentices in compliance with ratio, supervision and work process requirements found in the apprenticeship program standards.

Visit LNI's [Apprenticeship for Employers](#) webpage for more information on starting an apprenticeship program or joining an existing program as a training agent.

To become a training agent, use the Apprenticeship Registration & Tracking System ([ARTS](#)) to find programs by occupation that operate in your region. You can review each program and use their website or contact information to reach out to them and inquire if they are accepting applications for Training Agents.

To start your own program, contact LNI by filling out the [Employer Interest Contact Form](#). LNI will contact you to schedule a consultation with the Program Development Team.

Additional Information on Apprentice Utilization Requirements

Additional information can be found to most questions concerning the apprentice utilization requirements, including upcoming training opportunities, law/rule changes affecting apprentice utilization, and WSDOT specific frequently asked questions at the webpages listed below:

[Apprentice Utilization Requirements](#) – LNI apprentice webpage

[Apprentice Utilization Fact Sheet](#) – LNI Fact Sheet

[Apprenticeship usage reporting | WSDOT](#) – WSDOT apprentice webpage

[Apprentice Utilization Requirement Fact Sheet](#) – WSDOT Fact Sheet (distributed at preconstruction conference)