

Apprentice Utilization Plan

Apprenticeship

To be submitted before receiving notice to proceed

Project Name:	Contract Number:	Today's Date:
Prime Contractor:	Prime Contractor Intent Number:	
Include all labor hours for all trades (including apprentice hours), including those performed by Subcontractors.		

					Estimated in hours	
Start Date	Contractor or Subcontractor	Occupation	Registered Training Agent?	Apprenticeship Program Name	Total Labor	Apprentice
			☐ Yes ☐ No			
			☐ Yes ☐ No			
			☐ Yes ☐ No			
			☐ Yes ☐ No			
			☐ Yes ☐ No			
			☐ Yes ☐ No			
			☐ Yes ☐ No			
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			☐ Yes ☐ No			
			☐ Yes ☐ No			
			☐ Yes ☐ No			
			☐ Yes ☐ No			
			☐ Yes ☐ No			
Comments:			**Project Percent is the apprentice hours (right column) divided by the total labor hours (left column)	Grand Total	0.00	0.00
				**Project Percent	0.0%	
Completed By:			Email address:			
Title:			Phone Number:			

How to use this form

Start Date: The date your company is estimated to start work on the project.

Contractor or Subcontractor: Contractor name as it appears on your business license.

Occupation: This covers all related terms, such as trade and craft. Use a separate row for each occupation your company will work in. For example, you would have a separate row for Flagger, Heavy Equipment Operator, and Laborer, if your company will provide work in each of these areas. These should generally match what is on certified payroll and affidavits.

Registered Training Agent: Is your company 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 for which your company is a registered training agent. Please use the name of the program as found on the apprenticeship program standards.

Estimated in Hours: For each row, the estimated total labor hours of work in the occupation for that row and the estimated apprentice hours of work in that occupation.

Adding additional rows: Click on any field in the last row and a small plus sign will appear at the right edge. Clicking on that will allow you to add rows as needed.

Please note that the math functions are not automatic.

Calculating total hours and apprentice percentage:

To update the **Grand Total** values and the **Project Percent** value after entering new hours, right click in each box and choose 'Update Field.' This will update the calculations. Do not skip any rows and add a zero (0) to any row that will not have apprentice hours.

Do not leave any blank spaces.

Apprentice Utilization Requirements

Washington requires public works projects to include 15% apprentice utilization requirements (AURs) in accordance with [RCW 39.04.320](#). Projects that must have AURs include:

- State agency, school district, and four-year institutions of higher education projects with an engineer's estimate over \$1 million;
- Washington State Department of Transportation projects with an engineer's estimate over \$2 million; and
- Municipal projects:
 - Municipal projects with an engineer's estimate over \$1.5 million advertised for bid after July 1, 2026.
 - Municipal projects with an engineer's estimate over \$1 million advertised for bid after July 1, 2028.

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 other 'apprentices' will not count toward the 15% utilization rate.

How to attain and use registered apprentices

A contractor must have a WSATC approved apprenticeship program or be a registered training agent for a WSATC approved program in order to use apprentices that count toward the apprentice labor.

- Approved apprenticeship programs would include programs with registered apprenticeship programs in states with Washington reciprocity.
- Approved apprenticeship programs would include programs with reciprocity approved by the WSATC.

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

Please visit our [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, you would 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. You would then follow their application rules.

To start your own program, [please fill out this form](#) to let us know you are interested so you can be scheduled for a consultation with our program development team.

Additional Information on Apprentice Utilization Requirements

Contractors and contracting agencies can find contact information and answers to most questions concerning apprentice utilization requirements by visiting our [Apprentice Utilization Requirements](#) webpage. This includes upcoming AUR training dates and law/rule changes that affect AURs.