Date: Nov 1, 2020

RE: Controls Programmer Apprentice Candidate Overview

Dear Apprentice Candidate,

Thank you for your interest in the building controls technology apprenticeship program. We are very excited to answer your questions and assist you with the program. This guidance document provides a summary of the program and how to apply.

<u>Controls Programmer Apprenticeship Overview</u>

Objectives of the apprenticeship program are:

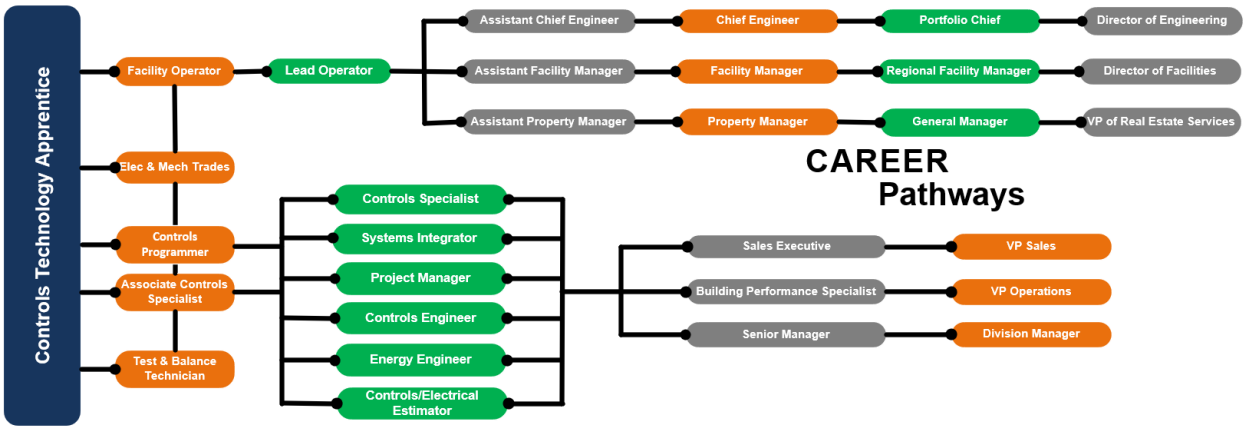
- Develop an individual's competencies in the application, programming and management of building controls and automation systems through coursework and on-the-job training. The following tables outline the core elements of the apprenticeship program and the initial list of Training Providers.

Work Processes (OJT)	Minimum OJT Hours
	Controls Programmer
Networks & Computers	460
Programming Logic	840
Electrical Systems	140
HVAC Systems	560
Total	**2,000**

Related/Supplemental Instruction	Minimum Hours
	Controls Programmer
Physics	24
Networks & Computers	24
Controls	12
Programming Logic	20
Energy Management Strategies	2
Electrical	10
HVAC Systems	40
Contracting	2
Safety	10
Total	**144**

Training Providers
School Districts
Bremerton
Central Kitsap
Chimacum
Peninsula
South Kitsap
Tacoma

- Provide a career pathway into facility operations, engineering and controls contracting occupations as represented in the following illustration.



- Create a “talent river” by leveraging the career connected learning attributes of a registered apprenticeship program to support the needs of all employers that build, operate, maintain, and/or optimize the built environment.
- Build for scalability and adaptability. Plan is to expand the program to a national scale in partnership with the Smart Buildings Center (www.smartbuildingscenter.org) and West Sound STEM Network (http://www.westounstem.org).

Program Details

Controls Programmer (for high schoolers) occupation is approved by the Washington State Apprenticeship and Training Council and registered as Program ID #2178. Registration in the program begins at age 16. You will need a driver’s license within 90 days of acceptance into the apprenticeship. Completion of the Related Supplemental Instruction (RSI) can begin prior to age 16 and submitted for advanced placement once employed with a Training Agent.

Participating Training Agents (Employers)

Currently, there are five participating Training Agents. Acceptance into the apprenticeship program requires employment with one of these employers. The listed Training Agents are committed to your sustained employment and success during your apprenticeship journey. You can contribute to your success by applying yourself to achieving the stated competency objectives, approaching challenges with a positive attitude, progressing towards graduation and being a team player.

Participating Training Agents (Employers) are:
- ATS Automation, www.atsinc.org
- Johnson Controls, www.jci.com
- LONG Building Technologies, www.long.com
- MacDonald-Miller Facility Solutions, www.macmiller.com
- Siemens, www.siemens.com

What to Do
- Research the companies.
- Make your interest known to your career counselor or CTE teacher.
- Obtain a letter of recommendation from a CTE teacher or school counselor.
- Prepare your resume and cover letter and send to the below contact.

Where to Send Your Resume, Cover Letter, and Recommendations

Program Coordinator
Melanie Danuser, Director of Education & Training for Smart Buildings Center
Email: melanie.danuser@neec.net

The Interview Process - What to Expect
- Your resume and accompanying materials will be distributed to the Training Agents as received.
- Training Agents will contact candidates to schedule interviews.
- Candidates may receive contacts from multiple Training Agents.
- Allow 5 to 8 weeks to complete the interview process.