



LPN

apprenticeship program

WASHINGTON HEALTH CARE ASSOCIATION

Apprentice Orientation

Pilot Cohort | September 2024

Welcome to the LTC LPN Apprenticeship Program

Congratulations on your acceptance into the LPN Apprenticeship Program and the Edmonds College Practical Nursing (PN) program. We're excited to help support you over the next 18 months, and eager to see your career blossom in the Long-Term Care (LTC) field of nursing.

Apprenticeship is new to nursing in the state of Washington, and you are part of the first LPN Apprenticeship cohort. There are many people around the state who are excited to see you succeed in this program. As with any new program, we'll be looking for feedback from you as we go and looking to learn and make the program even better. You can expect rigorous classes at Edmonds College that will prepare you to be able to practice the skills you learn in labs and clinicals, as well as at your employer in the future as you do your on-the-job training (OJT). We will work with you every step of the way until you take your test (NCLEX) to become a licensed practical nurse (LPN) in June of 2026.

This orientation packet will give you information and resources on how to prepare for the program, complete your responsibilities as an apprentice, and know who to turn to for help.

Table of Contents

Welcome to the LTC LPN Apprenticeship Program	1
Contact Information	2
Terminology, Definitions, and Acronyms	3
Common Acronyms	5
Reporting On-the-Job Training Hours	6
Skills Timeline and Categories for On-the-Job Training	6
Step-by-Step Walkthrough	7
How to seek help	10
Apprentice Assessment	10
Additional Support	10
Apprentice Wage Progressions	11
What to Do When Issues Arise	13
Scheduling Conflicts	13
Concerns With On-the-Job Training	13
Harassment	14
Examples of harassing behavior	14
How to file a harassment claim	16

Contact Information

Sponsor: The LPN program sponsor oversees every aspect of the apprenticeship program from development to administration. The program sponsor for the LPN Apprenticeship Program is WHCA Apprentice, LLC.

Contact: Kathrina Goodwin, Apprenticeship Program Assistant
Email: kathrinagoodwin@whca.org
Phone: (360) 323-1235

Contact: Dan Scheuler, Apprenticeship Senior Program Manager
Email: danscheuler@whca.org
Phone: (360) 266-5872

Terminology, Definitions, and Acronyms

Training Agent (Employer): For the LPN Apprenticeship Program, the training agent is the skilled nursing facility where you work. The training agent is responsible for providing apprentices with paid, relevant on-the-job training. They must host the apprentices at their facility or an approved alternative location, supply necessary tools and equipment, and maintain records of the training provided. The training agent will also provide some clinicals in their facilities through an on-site academic preceptor (RN) and provide on-the-job training through a journey level worker (an LPN or RN partnered with you to provide necessary guidance and experience).

College: The school or academic facility that teaches lectures, as well as coordinates labs and clinicals. You may occasionally see the term **RSI** which stands for Related Supplemental Instruction. That is a technical term, and it means the college for our program.

Current RSI Provider:	Edmonds College
Primary Contact:	Julia Erickson, Nursing Navigator
Email:	julia.erickson@edmonds.edu

Apprenticeship Committee: The LPN Apprenticeship Committee is composed of eight total representatives from participating training agent facilities with equal representatives from management and journey level workers. The Committee will approve standards, investigate complaints, review disciplinary actions, advise the program, and ensure equity and fair treatment among the apprentices. The Committee will hold virtual meetings approximately four times a year.

Journey Level Worker: An LPN or RN who is employed by a participating training agent and oversees training for an apprentice on a day-to-day basis while at the worksite. The journey level LPN or RN must hold a Washington state nursing license, be in good standing, and have been licensed as a nurse for a minimum of 18 months. You will have a 1:1 ratio with your journey level worker, meaning you'll be paired with one nurse when completing your OJT hours. The RN journey level worker might also serve as an RN supervisor, and/or preceptor.

Preceptor: An RN employed by a participating training agent (employer) who serves as a clinical instructor in the long-term care setting. The preceptor's role is to monitor and supervise apprentices onsite during their clinical rotation at the training agent facility. The preceptor might also serve as the journey level worker, and/or RN supervisor.

Registered Nurse Supervisor: An RN employed by a participating training agent who is responsible for supervising the nurse technician. This RN oversees the residents' safety and the overall nursing process. In the apprenticeship program, the RN supervisor works closely with the journey level worker as well as the apprentice to ensure nursing functions are met with best practice, and that the apprentice has opportunities to practice needed skills.

Nurse Technician: For the purposes of the apprenticeship program, a nurse technician (NT/tech) is an employed apprentice who has completed at least one academic term of a nursing program that also includes a clinical component. The nurse technician is credentialed through the Department of Health - Washington Board of Nursing and can perform specific nursing functions within the limits of their education, up to their skills and knowledge, as verified by the nursing program. When working as an NT the individual must function only under the direct supervision of a registered nurse who has agreed to act as supervisor and is immediately available.

Differences between the Journey Level Worker, Preceptor, and RN Supervisor:

Preceptor	Journey Level worker	RN Supervisor
Oversees apprentices during labs and clinicals	Works with apprentices during OJT hours to provide necessary experiences and guidance in a 1:1 relationship	Oversees the resident and overall nursing process while the apprentice is a Nurse Technician
Part of the academic portion of the apprenticeship	Part of the employment portion of the apprenticeship	Part of the employment portion of the apprenticeship
Must be an RN	Must be an LPN or RN in good standing in Washington State and have at least 18 months of experience in their current role	Must be a RN in good standing in Washington State

Common Acronyms

L&I	Washington State Department of Labor and Industries, a department of the Washington state government that regulates and enforces labor standards.
OJT	On-the-Job Training, a minimum of 2,000 paid working hours at a training agent completed by an apprentice. OJT hours provide apprentices an opportunity to perfect their nursing skills in a professional working environment.
RSI	Related Supplemental Instruction, a total of 300 hours where apprentices practice hands on skills they learned in lecture. The total RSI hours are divided into 150 lab hours and 150 clinical hours which are facilitated by school/academic facility, often referred to as the RSI provider.
WABON	Washington State Board of Nursing, the board that oversees nursing curriculum, nursing practice, regulation, and licensing in Washington State.
WHCA	Washington State Healthcare Association, the parent organization of WHCA Apprentice, LLC., which serves as the program sponsor.
WSATC	Washington State Apprenticeship Training Council, the government organization that oversees and regulates all registered apprenticeship programs in Washington State.

Reporting On-the-Job Training Hours

All apprentices are required to report on-the-job training hours for monitoring. You will report your hours daily, and you will have a manager approve weekly. **Timely reporting of your hours is required.** Failure to do so could delay wage step increases and result in consequences, up to your termination from the program.

The pilot cohort of the LPN Apprenticeship program will use Google Suite tools to report, track, and analyze OJT hours. You will receive a unique link to your daily hours reporting form, which can be filled out on any desktop or mobile browser.

Skills Timeline and Categories for On-the-Job Training

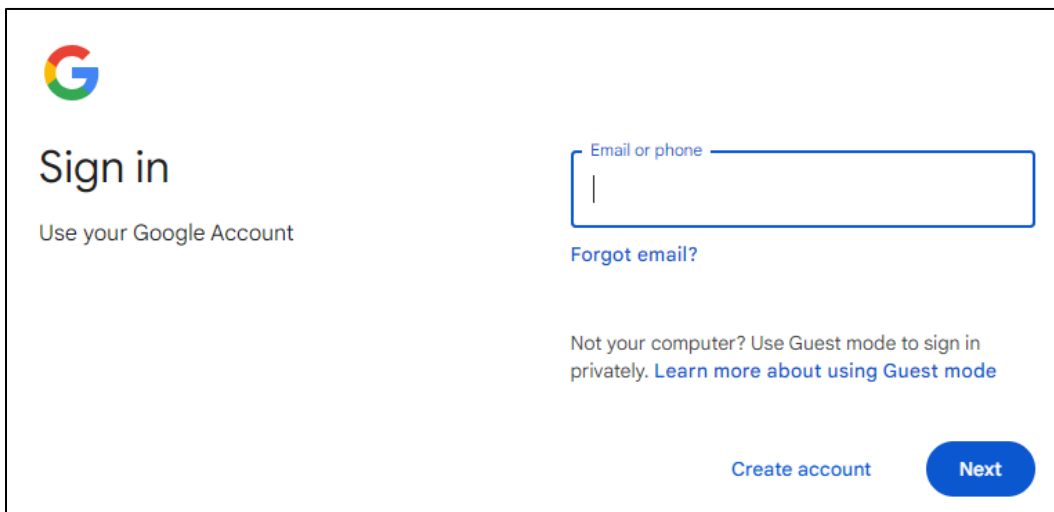
Apprentices will categorize and record how OJT hours were spent for all hours worked, which means you will need to track time spent on specific tasks you completed each day. Tasks are divided into the following four categories, and each category has a required minimum number of hours over the duration of the apprenticeship program. For more details on each of these categories, please reference this [skills chart](#).

- | | |
|--|-----------|
| 1. Patient Assessment and Problem Identification | 700 hours |
| 2. Team Collaboration and Care Planning | 300 hours |
| 3. Implementation of Nursing Care Skills | 800 hours |
| 4. Evaluation and Quality Improvement | 200 hours |

Step-by-Step Walkthrough

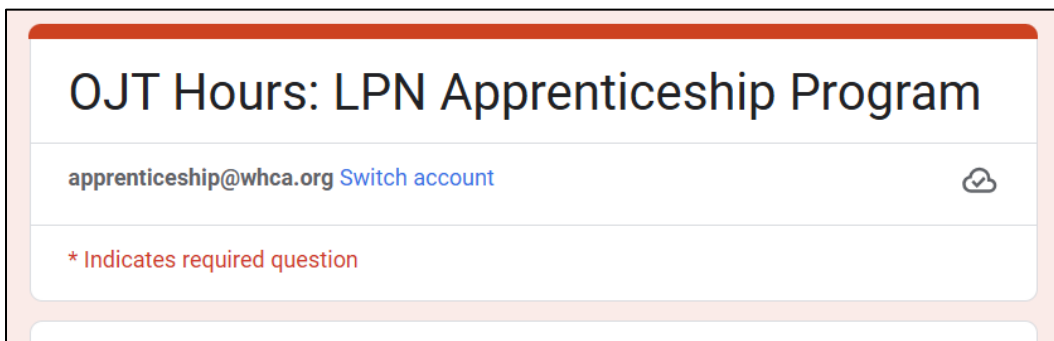
You will be emailed a link to a Google Form where you will input your hours each day. Your link is unique to you and will not change for the duration of the apprenticeship program.

- a. If you do not have one already, you will need to create a Google account using the same email that you used to apply for the apprenticeship program (if you wish to change the email we have on file for you, please contact Kathrina Goodwin at kathrinagoodwin@whca.org). You can create a Google account using any email address; it does not need to be a Gmail address. Simply go to google.com, click “sign in”, and then “create account”.



The screenshot shows the Google Sign in interface. On the left, there is the Google logo and the text "Sign in" followed by "Use your Google Account". On the right, there is a text input field labeled "Email or phone" with a vertical cursor. Below the input field is a link for "Forgot email?". At the bottom right, there are two buttons: "Create account" and "Next". A link for "Not your computer? Use Guest mode to sign in privately. Learn more about using Guest mode" is also present.

- b. Once your account has been created and you are logged in, open the unique link you received by email and you will be taken to a Google Form with the title “OJT Hours: LPN Apprenticeship Program”.



The screenshot shows the top portion of a Google Form. The title is "OJT Hours: LPN Apprenticeship Program". Below the title, the email address "apprenticeship@whca.org" is displayed with a "Switch account" link and a profile icon. A red asterisk followed by the text "* Indicates required question" is visible below the email address.

- c. Check the box verifying your email and enter the date you are logging the hours.

Email *

Record apprenticeship@whca.org as the email to be included with my response

Date *

MM DD

09 / 01

- d. To correctly report your hours, you will need to break down your logged hours into the four main work categories for OJT based on the skills that you performed for that day. If you did not complete a skill that corresponds to a certain work process, leave a zero (0) in that field.

Patient Assessment and Problem Identification *

2

Team Collaboration and Care Planning *

0

Implementation of Nursing Care Skills *

5

Evaluation and Quality Improvement *

1

- e. At the end of the form is a place for you to add any comments you have regarding your OJT hours for that day, or any other feedback you may have about the program. This field is optional, but we encourage you to let us know how you're doing.

Please share any feedback you have for the program.

I am nervous about finals next week but work is going great!

- f. Once you have completed the Google Form, hit the submit button at the bottom and a confirmation email will be sent to you. Keep this email for your records.

What happens next?

Your recorded hours from the Google Form will be collected into a Google Sheet, which you can view anytime, and which your manager will use to approve your OJT hours.

	A	B	C	D	E	F	G	H	I	J	K
1	Timestamp	Approval	Approver Name	Email Address	Date	Patient Assessment and Problem Identification	Team Collaboration and Care Planning	Implementation of Nursing Care Skills	Evaluation and Quality Improvement	Please share any feedback you have for the program.	
2	9/3/2024 14:47:35			apprenticeship@whca.or	9/2	5	3	0	2		
3	9/3/2024 14:46:24			apprenticeship@whca.or	9/3	2	2.5	3	0		
4	9/3/2024 14:51:22			apprenticeship@whca.or	9/4	1	2	2	5	Test answer	
5	9/3/2024 14:54:35			apprenticeship@whca.or	9/5	2	2.5	0	0		
6	9/5/2024 18:08:39			apprenticeship@whca.or	9/1	2	0	5	1	I am nervous about finals next week but work is going great!	
7											
8											

- a. From the 1st to the 7th of the following month, a designated management person from your employer must approve your logged hours by checking off the column in which the hours are reported.
- b. Once the designated management person has approved your logged hours for the month, the LPN apprenticeship program staff will store the completed sheets for L&I reporting and compliance purposes.
- c. It is crucial that you correctly log your hours and management approve them in a timely manner so that the apprenticeship program can remain compliant with L&I requirements. Failure to do so may result in delay in wage step increases for the apprentice and consequences up to termination from the apprenticeship program.

How to seek help

Over the next 18 months, you will probably need help from time to time, and we expect you to keep us informed. What you are doing is hard work. We are excited to see you succeed in the apprenticeship program and anxious to see you get your LPN credentials. Know you're not alone on your journey.

The LPN Apprenticeship Program Staff, Edmonds College, and your employer all have people and resources to help you when problems arise or you need help. Whether it's academic, workplace dynamics, or in your personal life, you can expect us to check in with you regularly to see how you're doing and offer resources available to you.

Apprentice Assessment

You will be asked to complete an [Apprentice Assessment form](#). This form is to help the program sponsor learn more about you and the challenges or barriers you may face as an apprentice, so we can better support you. The questions in this survey will impact our future planning for the program. Your answers to the questions will be kept confidential and **WILL NOT** impact your standing in the apprenticeship program.

Additional Support

If you need extra support during the apprenticeship program, you can reach out to the LPN Apprenticeship Program staff who can connect you with relevant resources. We will work with you to help ensure that you have what you need to succeed in the program.

Requests for support will remain confidential and **WILL NOT** impact your standing in the apprenticeship program.

Apprentice Wage Progressions

You can expect to review your wage progression schedule with your employer. This is an excellent opportunity to ask any questions you have about compensation.

All apprenticeship programs have built-in wage progression schedules for apprentices once you meet key milestones. As you progress through the program, you'll be able to do more nursing skills in the workplace as a Nurse Technician, and your wage will increase based on successful completion of academic quarters.

The program standards list the wage progression schedule as follows:

Step	Criteria	Percentage
1	<ul style="list-style-type: none">• 0-250 hours OJT• Completion of Quarter 1 RSI• Attainment of Nursing Technician credential	65%
2	<ul style="list-style-type: none">• 251 – 575 hours OJT• Completion of Quarter 2 RSI	72%
3	<ul style="list-style-type: none">• 576 – 1500 hours OJT• Completion of Quarter 3 and Quarter 4 RSI	80%
4	<ul style="list-style-type: none">• 1501 – 2000 hours OJT• Completion of Quarter 5 and Quarter 6 RSI	92%
LPN	<ul style="list-style-type: none">• Completion of program• Fully licensed	100%

Wage Progression Timeline

Date	Milestone	Notes
12/16/24	Apprentice applies for a Nurse Technician credential to WABON	Edmonds College and the LPN Apprenticeship Program will help you with this application. Once your Nurse Technician credential is approved by the Department of Health-WABON, your employer will need to verify and maintain this information in your employee file and process your wage increases as scheduled. Nurse Tech License Washington State Board of Nursing
1/6/25 - 4/6/25	Step 2 Wage Begins	This wage is for Quarter 2 only
4/7/25 – 1/4/26	Step 3 Wage Begins	This wage is for Quarter 3 and Quarter 4
1/5/26 – receipt of LPN license	Step 4 Wage Begins	This wage is for Quarter 5 and Quarter 6, until you obtain your LPN license (~ July 2026)
June 2026	Apprentice passes NCLEX and applies for LPN	
July 2026	Apprentice becomes Licensed Practical Nurse	End of apprenticeship program. You will be paid at least the minimum LPN rate your employer reviewed with you.

What to Do When Issues Arise

Balancing work, school and complex lives can be challenging. We aim to support apprentices through the peaks and valleys of the program. As issues arise, please utilize the LPN Apprenticeship Program, Edmonds College staff, your faculty, and your support community at your employer early.

Scheduling Conflicts

Our aim is to work with all parties involved to schedule as far in advance as possible, yet we know things come up and we may need to change plans.

Please communicate quickly with your employer in case you have any schedule changes. Advocate for yourself and make sure you have plenty of time between shifts to transition to your virtual classes. Because some clinicals will be outside of your facility the timing can be subject to availability from providers (like pediatricians). You will need to work with the college and your employer to plan and adapt your schedule around your required coursework.

Additionally, your employer has a challenging job ensuring they have proper coverage for the facility and the residents s you work with. Balancing your work schedule with your academic commitments will require extra work and coordination with your employer to ensure necessary staffing. Please show your appreciation through patience, understanding, proactive communication, and flexibility.

Concerns With On-the-Job Training

The long-term care sector has a reputation for hiring employees who are quick to take on responsibility, are self-starters, and are able to learn on their own. As an apprentice, you will be required to practice and demonstrate nursing skills to your journey level worker to their satisfaction before you are able to perform that skill independently. Depending on the skill and your mastery, this could range from demonstrating one or two times to a much longer process prior to sign-off from your journey level worker. Most of these skills will be reviewed in the previous quarter and practiced in labs and clinicals.

The care and safety of the residents is always your top priority when learning these skills. If you have questions about skills, your journey level worker will be your point of contact. There will always be an RN in the facility as a resource. You are not alone and asking questions is important, it's expected.

If you feel like you need additional training or practice, let your journey level worker know, even if they have already signed-off on your skill. Never attempt a skill or task independently that you have not been checked off to do so.

If you're having trouble receiving enough training opportunities, talk with the journey level worker, the RN supervisor, or the LPN Apprenticeship staff. We can help explore options to get you additional help.

Harassment

Harassment is a form of workplace violence and discrimination and will not be tolerated in the apprenticeship program, classroom, or workplace, whether in-person or virtually.

Washington defines workplace harassment as “Unwanted conduct based on race, color, religion, sex (including pregnancy), national origin, age (40 and older), disability, or genetic information.” Harassment becomes illegal when, “Enduring offensive conduct becomes of a condition of continued employment or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.” In other words, Harassment becomes illegal when it causes fear, harm, or significant distress and creates an environment that someone would find hostile.

Examples of harassing behavior

Bullying

Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which are intended to intimidate, degrade, humiliate or undermine, or which create a risk to the health or safety of the employee(s). Bullying behavior creates feelings of defenselessness and injustice in the target and undermines an individual's right to dignity at work.

Examples of bullying in the workplace include:

Threat to professional status: Belittling someone's opinion, public humiliation, professional humiliation, accusation of lack of effort and unwanted, or invalid criticism.

Threat to personal standing: Name calling, insults, teasing, sexual comments, racial, ethnic, or socioeconomic slurs.

Isolation: Denying development opportunities, withholding training, withholding critical information, ignoring attempts at conversation, exclusion, or social isolation.

Destabilization: Failure to give credit when due, assigning meaningless tasks, removing responsibility, or assigning tasks beneath professional level.

Overwork: Excessive monitoring or micromanaging, undue pressure to produce work, impossible deadlines, unnecessary disruptions, and work overload.

Cyberstalking and Online Harassment

Cyberstalking is when someone uses electronic means to harass, intimidate, torment, or embarrass another person. It's a criminal offense if someone:

- Intends to harass or intimidate another person by making repeated electronic communications.
- Uses threatening or obscene language.
- Makes anonymous or repeated calls.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Discriminatory Harassment

Harassment based on protected characteristics such as race, color, religion, national origin, sex, disability, or age. Examples include:

- Racial slurs or offensive comments about someone's appearance, ethnicity, or gender.
- Derogatory jokes or comments.
- Display of offensive images or symbols.

Stalking

- Repeated following or monitoring of a person, causing them fear.
- Unwanted communication or showing up at a person's home, work, or other locations.
- Surveillance or tracking, either in person or electronically.

How to file a harassment claim

If you feel you have experienced harassment in the workplace, within apprentice communities, or in the classroom or educational spaces, talk to someone who can help. Documenting your experience can be helpful. Keep notes with dates, times, places, and what was said or done, which can be helpful when filing a claim.

Here are some people you can contact if you need to file a harassment claim:

Your Employer

Human Resources. This person or department is different facility-to-facility.

Edmonds College

Practical Nursing Program staff, Kyra and Julia, are available and can help you find the right person to talk to. You may also:

- Submit a complaint through the [Incident Reporting Form](#)
 - Director of Student Conduct: **425-640-1233**
- Complete the [Title IX Reporting form](#) if the harassment you have experienced is sex-based.
 - Title IX Coordinator: **425-640-1814**

LPN Apprenticeship Program

If you're not sure who to talk to, you can contact the apprenticeship program staff, Dan Scheuler, **360-266-5872**. We can help you understand your options and connect you with contacts and resources.