

Date: July 8, 2020

**RE: Associate Controls Specialist 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.

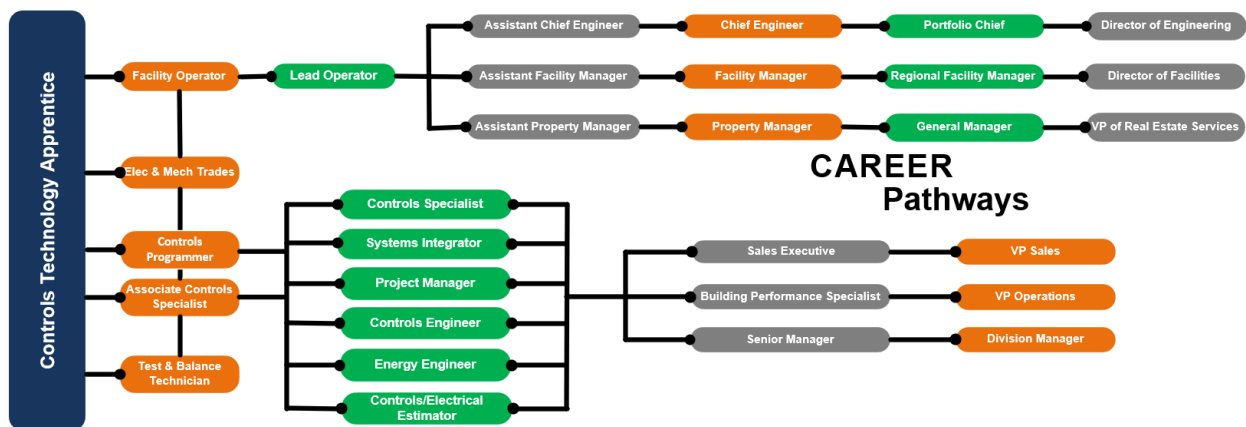
Associate Controls Specialist Apprenticeship Overview

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	Related/Supplemental Instruction	Minimum Hours	Training Providers
	<b>Associate Controls Specialist</b>		<b>Associate Controls Specialist</b>	<b>Colleges</b>
Networks & Computers	920	Physics	24	Bates Technical College
Programming Logic	2,520	Networks & Computers	52	Clover Park Technical College
Electrical Systems	4,000	Controls	12	Olympic College
HVAC Systems	560	Programming Logic	92	Renton Technical College
<b>Total</b>	<b>8,000</b>	Energy Management Strategies	24	Seattle Colleges (North & South Campuses)
		Electrical	288	
		HVAC Systems	40	
		Contracting	14	
		Safety	30	
		<b>Total</b>	<b>576</b>	

- 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](http://www.smartbuildingscenter.org)).

### Program Details

Associate Controls Specialist occupation is approved by the Washington State Apprenticeship and Training Council and registered as Program ID #2175. This occupation is for adults (18+ years of age) with a high school certificate seeking a career in the building controls industry.

### 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](http://www.atsinc.org)
- Johnson Controls, [www.jci.com](http://www.jci.com)
- LONG Building Technologies, [www.long.com](http://www.long.com)
- MacDonald-Miller Facility Solutions, [www.macmiller.com](http://www.macmiller.com)
- Siemens, [www.siemens.com](http://www.siemens.com)

### What to Do

- Research the companies.
- Make your interest known.
- Prepare your resume and send to the below contact.

### Where to Send Your Resume

Associate Controls Specialist – Training Coordinator  
Melanie Danuser, Director of Education & Training for Smart Buildings Center  
Email: [melanie.danuser@nec.net](mailto:melanie.danuser@nec.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.

