









APPRENTICESHIP HANDBOOK  
WBFAA UATC FIRE/LIFE SAFETY TECHNICIAN

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## STATE OF CALIFORNIA DIVISION OF APPRENTICESHIP STANDARDS

The Division of Apprenticeship Standards administers California law governing standards for wages, hours, working conditions and training required for all state registered apprentices, leading to a state issued certificate of completion when all aspects of the apprentice's training are satisfactorily completed and journey level status achieved.

DAS annually awards completion certificates to the graduates of the 1,568 currently active apprenticeship programs in more than 200 occupations. DAS goals are twofold: to match the needs of workers-for the skills to get and keep a decent paying job-with those of employers-for motivated workers with the skills to do the job; and to strengthen the apprenticeship alliance among industry, labor, education and government for recruiting workers and teaching the skills they and their employers need.

Professional staff of the division establish new apprenticeship programs in any of the 800 recognized apprenticeable occupations. DAS works with the apprenticeship program sponsors and monitors their on-the-job training coupled with related instruction to ensure the high standards set by the division.

The apprentices in California are maintaining a time-honored system that has proved adaptable to change. As some traditional jobs disappear, new high-tech and service jobs take their place, and California's apprentices are achieving a higher level of skills than ever before to earn a living in the global marketplace.

The foundation of California's apprenticeship system is partnership among industry, labor, education and government.

Industry funded and industry driven, the apprenticeship system provides an effective balance between learning by doing and theoretical instruction, and develops workers with marketable skills.

California's industries and employers voluntarily sponsoring or participating in an apprenticeship program find this system of training efficient and cost effective because it eliminates expensive recruitment programs for people who are already trained, creates a diversified and flexible pool of employees with desired skills, and reduces costs of high labor turnover.

Employees show high morale and company loyalty when they participate in an apprenticeship program that offers upward mobility through career development, and apprenticeships adapt to include training of new skills in demand by industry.



## INTRODUCTION TO THE WBFAA APPRENTICESHIP PROGRAM

Dear Apprentice:

The California Alarm Association (CAA) and the California Automatic Fire Alarm Association (CAFAA) united under the Western Burglar & Fire Alarm Association (WBFAA) to sponsor an apprenticeship program to comply with the State of California requirement under Assembly Bill 931 signed by Governor Davis in October 1999.

This manual was prepared to provide you an introduction to the WBFAA Unilateral Apprenticeship and Training Committee and the programs that have been developed to promote professionalism in our Fire/Life Safety industry.

The WBFAA Fire/Life Safety Apprenticeship Program received approval from the Division of Apprenticeship Standards in September 2002. With the approval of our statewide program, we moved to the next phase of establishing the administrative and educational components of the program.

It is the hope of the industry associations, companies and individuals involved in this program that it will result in our ability to maintain the highest quality work force available in the State of California. This program supports the best and brightest to our profession, and provides them a professional career path.

This program belongs to the industry and to you, and we encourage you to participate and contribute as it develops in the future. The work you do as a Fire/Life Safety Technician is important to enhancing public safety for the citizens of California and your participation in professional training and education indicates your commitment to that goal.

On behalf of the WBFAA UATC Board of Trustees, I hope you will benefit from this program and that it will contribute to your professional growth and the growth of the industry in which you earn your livelihood.

Best regards,

George Gunning, Chairman



## THE WBFAA APPRENTICESHIP PROGRAM

CAA and CAFAA are two statewide non-profit trade associations committed to representing the interests of the **Fire/Life Safety** systems industry in the State of California. It fell within their independent mission statements to comply with the law by developing an apprenticeship program and collateral training that was relevant to the work being done in the **Fire/Life Safety** systems industry.

CAA and CAFAA joined together under the WBFAA to serve as the program sponsor for the Fire/Life Safety Certification Program. The program sponsor is charged with the responsibility of creating a viable apprenticeship program that is acceptable to the California Apprenticeship Council (CAC), a publicly appointed entity that has final approval over all apprenticeship programs in the state.

## APPRENTICESHIP TRAINING AND EDUCATION

The WBFAA was charged with the task of creating a California Registered Apprenticeship Program. The Apprenticeship Standards contain all of the required elements for a program covering the Fire/Life Safety industry. These elements include:

1. Work processes for 6,000 hours covering all aspects of the Fire/Life Safety trade. This on-the-job-training (OJT) system will produce Journeymen Fire/Life Safety Technicians capable of the highest level of competency for installing, testing and maintaining the most complex systems.

### LIST OF WORK PROCESSES

PRE-WIRE  
INSTALL FINISH  
PROGRAMMING  
JOB-SITE MEETING  
DEMOLITION/REMOVAL OF EXISTING SYSTEM  
INSTALLING CONDUIT  
JOB-SITE PAPERWORK AND PLANS  
INSPECTION AND TESTING  
TROUBLESHOOTING THE FIRE ALARM SYSTEM  
PROVIDE SERVICE/MAINTENANCE TO THE SYSTEM

2. The WBFAA has developed a complete customized technical curriculum which was submitted to Chabot-Las Positas Community College District. It passed the most stringent review and has been accepted for use by the college system statewide. The Chabot-Las Positas Community College District and the WBFAA UATC have entered into a formal agreement for the administration of the program.
3. The Selection Procedure was created with idea of providing complete access to the Apprenticeship Program to anyone interested in a career in the industry.
4. The Affirmative Action Plan ensures wide spread dissemination of information and opportunities for all interested parties.



## **HOW THIS AFFECTS YOU**

The law requires that all technicians working with 100 volt amperes or above must be certified by the State of California or must be enrolled in an approved apprenticeship and training program.

- All technical field employees of an electrical contractor (C10) must be certified or enrolled in an approved apprenticeship program.
- Existing employees, who fail to qualify for, or fail to pass, the certification exam will be required to be enrolled in an apprenticeship program.

\* Each new employee must hold a high school diploma or GED and be enrolled in an approved apprenticeship program

## **APPRENTICESHIP OJT AND CLASSROOM WORK GUIDELINES**

### **ON THE JOB RATIO AND SUPERVISION**

- For each journeyman fire/life safety technician on any employer job site there may be one apprentice.
- The apprentice should be supervised by the technician in a manner that provides for the safety of the apprentice and a proper learning experience.

### **ON THE JOB ROTATION OF APPRENTICES**

- The employer shall use its best efforts to ensure the apprentice is exposed to as many of the of skill building categories as possible. A fully rounded apprentice will result in a well qualified journeyman Fire/Life Safety Technician.

### **APPRENTICE MONTHLY WORK CARDS AND VERIFICATION**

- It is the responsibility of each apprentice to record their on the job training hours by filling out and providing the committee with a monthly work card. In order to insure accuracy of these reports it is required that an employer representative verify the information provided by the apprentice.

### **ACADEMIC SUPPORT**

- This apprenticeship program provides the apprentice with a very strong and demanding academic component.
- Your employer's support is critical to the apprentice and will help provide the apprentice with the confidence so necessary for success.
- Apprentices will be assigned to formal classroom settings and usually attend school two nights a week for three hours each night. Other options may include being assigned to distance learning. These classes are mandatory.
- The WBFAA UATC is pursuing the developing of distance learning which will allow the apprentice to complete academic studies on PC or internet based program.



## APPRENTICESHIP PROGRAM GUIDELINES

The WBFAA Apprenticeship Program is governed by the State of California Department of Industrial Relations, Division of Apprenticeship Standards (DAS). The following guidelines are excerpted from the material submitted to the DAS for approval of the program. The guidelines provide an outline of the purpose of the program and the policies and procedures that will govern the administration of the program.

### APPRENTICESHIP STANDARDS of the WESTERN BURGLAR AND FIRE ALARM ASSOCIATION (WBFAA) UNILATERAL APPRENTICESHIP AND TRAINING COMMITTEE

#### **ARTICLE I Purpose and Policy**

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as a management association undertaking. These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation defined herein, to become effective upon their approval.

#### **ARTICLE II Craft:**

Fire/Life Safety Technician DOT: 822.361.01A

#### **ARTICLE III Organization**

There is hereby established the above named unilateral apprenticeship committee, covering all counties in the State of California, consisting of seven (7) members who shall be selected by and represent the employer organization signatory hereto, and one apprenticeship consultant representing the Division of Apprenticeship Standards. The committee membership shall embody individual representatives of the Northern and Southern portions of the State of California. In addition thereto, there shall be one advisor from the local school district and such other advisors as the committee shall determine. Such advisors and the apprenticeship consultant act without vote.

#### **ARTICLE IV Jurisdiction**

These standards shall apply to the employer organization signatory hereto, their members, to other employers who subscribe hereto, and to all apprentice agreements hereunder.

#### **ARTICLE V Functions**

The function of the apprenticeship committee shall be to:

1. Develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
2. Make periodic evaluation of the progress of each apprentice's on-the-job training related and supplemental instruction;



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3. Establish a mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice's complete training;
4. Ensure mobility between employers when essential; to provide exposure and training in various work processes;
5. Serve in an advisory capacity with employers in matters pertaining to these standards;
6. Aid in the adjustment of apprenticeship disputes;
7. Develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations, and to apply them uniformly in the selection of application for apprenticeship. The selection procedures and affirmative action plan are included herein (Article XX);

### **ARTICLE VI Responsibilities**

The responsibilities of the apprenticeship committee shall be to:

1. Supervise the administration and enforcement of these standards;
2. Adopt such rules and regulations as are necessary to govern the program provided, however, that the rules and regulations do not conflict with these standards;
3. Oversee the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under the federal and state law and regulation applicable to the apprenticeable occupation and for the welfare of the apprentice;
4. Conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;
5. Pass upon the qualification of employers under its jurisdiction and, when appropriate, to suspend or withdraw approval;
6. Conduct on-going evaluation of the interest and capacity of employers to participate in the apprenticeship program and to train apprentices on the job;
7. Determine if an employer has the work site facilities skilled workers as trainers at the work site, and equipment sufficient to train apprentices;
8. Pass upon the qualification of apprentice applicants;
9. File a signed copy of each apprentice agreement with the Secretary of the California Apprenticeship Council, with copies to all parties to the agreement;
10. Establish and maintain a record system for on-the-job training and related instruction;
11. Use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed;
12. Provide disciplinary procedures for apprentices and including provisions for fair hearings;
13. Adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards;
14. Establish a Statewide Advisory Committee;
15. And, establish a Statewide Administration Center in a location that provides convenient access to all interested parties. This office will be the official repository for all records and files necessary to adequately perform the functions of a Statewide Apprenticeship Program.

### **ARTICLE VII Definition of an Apprentice**

An apprentice is a person at least 18 years of age, who has met the requirements for selection under the selection procedures, who is engaged in learning a designated craft and who has entered into a written apprentice agreement under the provisions of these standards.

### **ARTICLE VIII Duties of an Apprentice**

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and related instruction and shall comply with the rules, regulations and decision of the apprenticeship committee.



### **ARTICLE IX Apprentice Agreement**

1. Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer or by the apprenticeship committee and by the apprentices and must be approved by the apprenticeship committee.
2. Each apprentice shall be furnished a copy of or be given an opportunity to study these standards before indenture. These standards shall be considered a part of the apprentice agreement as though expressly written therein.

### **ARTICLE X Termination and Transfer of Agreements**

1. During the probationary period an apprentice agreement may be terminated by the apprenticeship committee at the request in writing of either party; after such probationary period an apprentice agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.
2. If an employer is unable to fulfill his/her obligation to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator transfer such agreement to any other employer if the apprentice consents and such other employer agrees to assume the obligations of said apprentice agreement.

### **ARTICLE XI Academics and Study**

1. Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 160 hours per year. The Chabot-Las Positas Community College District will be the local educational agency. See attached course outline.
2. Required school time shall not be compensated.

### **ARTICLE XII Lay-off**

1. If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.
2. There shall be no liability on the part of the employer or the UATC for an injury sustained by an apprentice engaged in school work at a time when the apprentice is unemployed.

### **ARTICLE XIII Controversies**

All controversies or differences concerning apprentice agreements that cannot be adjusted locally by the apprenticeship committee or otherwise shall be submitted to the Administrator for determination.

### **ARTICLE XIV Term of Apprenticeship**

The term of apprenticeship shall be 6,000 hours, within 36 months, with the first 1,000 hours extending over not more than 6 months, shall be a tryout or probationary period for the trade.



**ARTICLE XV Ratio**

A qualified employer may employ one apprentice when at least one (1) journeyman is regularly employed, and one (1) additional apprentice for each one (1) additional journeyman.

**ARTICLE XVI Private Wage Schedules**

1. Journeyman Scale:

Following is the private wage schedule for the Fire/Life Safety industry as approved by the California Department of Industrial Relations.

Wage Schedule Based on wage of \$22 per hour inclusive of benefits with minimum of 70% being wages.

PERIOD	% OF \$22	Base/Net Wage
1 ST Period	50%	\$11.00
2 nd Period	55%	\$12.10
3 rd Period	60%	\$13.20
4 th Period	70%	\$15.40
5 th Period	80%	\$17.60
6 th Period	90%	\$19.80

\*Fringe benefits or portions thereof, shall be paid either as wages in lieu of benefits, or shall be irrevocably paid to third-party providers for benefits, including but not limited to health and welfare, pension, vacation, or holidays.

Advancement Schedule:

To advance from one period to the next the apprentice shall have met the following requirements:

1. Shall have satisfactorily completed 1,000 on-the-job work hours;
2. Shall have satisfactorily completed the indicated months in the program;
3. Shall have satisfactorily completed the indicated related and supplemental instruction school hours with a minimum grade of 75%.

1. Straight time hours: Per day: **8 hours** Per week: **40** hours
2. Overtime provisions: Overtime shall be paid at not less than one and one-half (1 ½) times the straight time hourly rate of pay in excess of eight (8) hours per day. Likewise, overtime must be paid for hours in excess of forty (40) in any one work week. So not to interfere with schooling, overtime will not be permitted when related instruction classes are scheduled.



**ARTICLE XVII On The Job Training DOT: 822.361.01A**

1. The employer shall see that all apprentices are under the supervision of a qualified journeyman and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of a trade as outlined herein. Apprentices shall also be trained in the use of new equipment, materials and processes as they come into use in the occupation.
2. The major work processes in which apprentices will be trained (although not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each are as follows:

Work Processes: Approximate Hours

A. Safety

1. Hand Tools 60
2. Powder Tools 60
3. Power Lift/Ladder 80
4. Lifting 40
5. Job Site 40
6. Asbestos Recognition 10
7. Electrical 100

**390 hours**

B. System Installation & Preparation

1. Site Survey/Job Plan 120
2. Job Site Communications 50
3. Wiring of Buildings
  - a. Wire types 40
  - b. Rough-in/Pr-Wire 200
  - c. Back boxes 100
  - d. Underground/Aerial wiring 80
  - e. Conduit/Raceways 600
    - EMT
    - PVC
    - Rigid
    - Non-metallic coverings
    - Flex
    - Bending & Offsets
    - Coring
    - Drilling
  - f. Splicing and Interconnects 100
  - g. Fastening and Anchoring 200
  - h. Seismic Anchoring 30

**1,520 hours**

C. System Completion

1. Fire-Life/Safety System
  - a. Mounting of Peripheral Devices 700
  - b. Wiring of Panels and Accessories 700
  - c. Programming 300
  - d. Commissioning 300
2. Nurse Call Systems
  - a. Mounting of Peripheral Devices 80
  - b. Wiring of Panels and Accessories 80
  - c. Programming 50
  - d. Commissioning 50
3. CCTV Systems
  - a. Mounting of Peripheral Devices 120
  - b. Wiring of Components and Access 120
  - c. Programming 80



d. Commissioning	80	
4. Access Control Systems		
a. Mounting of Peripheral Devices	120	
b. Wiring of Components and Access	120	
c. Programming	80	
d. Commissioning	100	
5. Integrated Systems		
a. Mounting of Peripheral Devices	120	
b. Wiring of Components and Access	120	
c. Programming	80	
d. Commissioning	<u>100</u>	
		<b>3,500 Hours</b>
D. Maintenance		
1. Fire	100	
2. Nurse Call	40	
3. CCTV	100	
4. Access Control	100	
5. Integrated Systems	<u>100</u>	
		<b>440 Hours</b>
E. System Documentation	<u>150</u>	
		<b>150 Hours</b>

**ARTICLE XVIII Safety & Health and Recognition of Illegal Discrimination and Sexual Harassment**

- A. Each apprentice shall receive training and education in first aid, safe working practices and in the recognition of occupational health and safety hazards.
- B. Each apprentice shall receive training in the recognition of illegal discrimination and sexual harassment.

**ARTICLE XIX Certificate of Completion**

- 1. Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the California Apprenticeship Council.
- 2. In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half (12 ½) percent.

**ARTICLE XX Equal Opportunity in Apprenticeship**

The Program Sponsor, in accordance with the California Plan for Equal Opportunity in Apprenticeship, declares the following to be its selection procedures.

- 1. PledgeThe recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for both minorities and women and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and equal employment opportunity regulation of the State of California.
- 2. Dissemination of Information For programs customarily receiving application throughout the year, such information shall be regularly disseminated but not less than semi-annually. Information will be disseminated in the area of jurisdiction to the following:



### 3. Affirmative Action Program

Outreach and positive recruitment activities will be done which will increase minority and women's participation in the administrative area according to the associated Affirmative Action Program.

### 4. Written Applications

Application for entrance in the Fire/Life Safety Technician program will be taken on a continuous basis. Applications are available at the Western Burglar and Fire Alarm Association Unilateral Apprenticeship and Training Committee Headquarters at 333 Washington Blvd. #433, Marina del Rey, CA 90292 and individual locations of contractors approved to train. An application may appear in person Monday through Friday during regular business hours or may request the application by mail, phone, or fax.

### 5. Selection of Apprentice Applicants

Applicants will be selected by as follows:

- A. Minimum age of all applicants shall be 18 years. No maximum age.
- B. Educational prerequisites for entry: High school diploma, G.E.D., or possession of a High School equivalency.
- C. Physical Requirements: Drug and Alcohol Testing may be required at no cost to applicant. Some employers may require physical examination at no cost to applicant.
- D. Tests: None required
- E. Oral interviews: None required.

All applicants will be notified of acceptance or rejection of their applications. If rejected, reasons for their rejection will be stated.

- F. A pool of applicants will be established and maintained for two years as follows:
  - 1. The employer and/or committee representative who receives the application will verify that the individual applicant meets the minimum requirements to enter the program.
  - 2. Applications received by employers will be forwarded to and maintained at the apprenticeship committee office.
  - 3. A time and date will be recorded on each completed application received at the apprenticeship office. This will be used to establish a chronological list of eligible applicants.
  - 4. All applicants who meet the minimum requirements will be placed in the pool of eligible applicants.
  - 5. The applicants will be employed as follows:
    - a. All eligible applicants will be supplied with a list of employers approved to train.
    - b. Applicants may seek their own employment from the list of approved employers or if an employer requests an apprentice, the applicant may be referred in chronological order from the eligible list.



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- c. If hired, the employer and the applicant shall complete the Apprenticeship Agreement (DAS 1) and forward the original signed agreement in a timely manner to the committee for authorized signatures. The agreement is then sent to the Division of Apprenticeship Standards so that it is received within 30 days of the date of indenture of the apprentice.
  - d. It is the responsibility of the Committee to contact the new hire and to provide him/her with all policies, documents, and information regarding the Related and Supplemental Instruction.
  - e. The apprenticeship committee will create a file for each apprentice.
- G. Applicant's prior work experience and training will be evaluated by the committee at the time of indenture and appropriate credit will be given toward a higher apprenticeship and/or wage bracket.



## APPRENTICE POLICIES FOR FIRE/ LIFE SAFETY UNILATERAL APPRENTICESHIP AND TRAINING COMMITTEE

### STATEMENT OF POLICIES

The Unilateral Apprenticeship and Training Committee (UATC) operates under the principal that in order to provide the Fire Alarm and Life Safety Industry with competent and highly skilled craftsmen, it is necessary that every apprentice be presented with an up-to-date, adequate program of training, both in the classroom and on the job.

It is necessary to conduct the program with this goal in mind. To this end the Apprenticeship Committee has established the following rules and procedures which must be observed by every apprentice.

Each apprentice is registered to the Apprenticeship Committee through agreement, and is directly responsible to them through the office of the Training Director for all matters pertaining to their apprenticeship training.

The Training Director shall act for and under the direction of the Apprenticeship Committee in the administration of the Apprenticeship Training Program. This booklet was developed to help the apprentice to have a better understanding of the responsibilities to the industry they are entering, the academic education they will be receiving, their own personal careers.

Every apprentice must maintain the proper attitude, loyalty, and respect toward the Journeymen who will teach them the trade and the employer who will pay their wages. The Apprenticeship Committee will help guide them through their apprenticeship to the successful completion of the program.

### POLICY A - 1 CHANGE OF ADDRESS

The apprentice is responsible for maintaining a current address on file the office of the Training Director and with his or her employer.

Prompt, written notification is required for any change of address and or telephone number.

### POLICY A - 2 QUITTING YOUR JOB

An apprentice should not quit his/her employer voluntarily. Any request by an apprentice to be laid off shall be considered a voluntary quit.

### POLICY A - 3 DELINQUENT WORK REPORTS

One of the requirements to be eligible for an upgrade is the required number of On-The-Job training hours for each period as posted in the master file for each apprenticeship. Therefore, if the Training Director's office does not receive timely work reports they cannot record the work hours. This may cause a delay in advancement to the next pay period and higher pay scale.

Timely and accurate submission of work reports, properly signed by your supervisor is the sole responsibility of each apprentice. The work report must be received by the Training Director or bearing a post mark, no later than the tenth (10th) day of each month following the month in which the work was performed. For each day after the postmark of the tenth (10th), (8) hours will not be credited. For any work reports postmarked after the twenty fifth (25th) of the month, no hours will be credited for that month.



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Hours lost due to failure to submit work reports in a timely fashion will extend the apprentice's On-The-Job training until the lost hours are made up. Any questions regarding your work reports must be communicated to the Training Director.

Should the apprentice question the total of hours on file he/she shall communicate this concern to the Training Director. The apprentice should provide the Training Director with proof of hours worked. This proof may be in the form of pay stubs and the apprentice personal work book. The Training Director shall determine the correct number of hours and the apprentice's employer of any adjustments. Repeated violation of the work report policy will be subject to disciplinary action as mandated by the Apprenticeship Committee.

### **POLICY A - 4 APPRENTICE WORKBOOKS**

The apprentice workbook is the apprentice's responsibility to keep properly filled in, up to date, and signed by his/her journeyman or supervisor. The workbook must be available for inspection by authorized persons on the job and at all appearances before the Apprenticeship Committee when appearing for review or appeal.

### **POLICY A - 5 ON THE JOB SUPERVISION**

Unless otherwise provided for in these policies an apprentice shall be under the direct supervision of a journeyman.

### **POLICY A - 6 FINAL PERIOD WORK RULES**

A third year apprentice (an apprentice in his/her last period) may, at the employer's discretion, be permitted to perform work in the Fire/Life Safety industry without the direct supervision of a journey worker. Said apprentice shall not be permitted to supervise others.

### **POLICY A - 7 APPRENTICE ADVANCEMENT POLICY**

Advancement in the apprenticeship program is based on two criteria which must be individually satisfied, not necessary concurrently, in order to be considered for advancement. Since the academic training is based on a normal school year of approximately 9 1/2 months from August through May and the On-The-Job training (work hours) is based on a calendar year, it is likely that an apprentice will satisfy one of the requirements before the other. However, BOTH must be satisfied for each period, in order to be eligible for advancement.



#### **POLICY A - 8 FIRST AID AND CPR**

All apprentices must be trained in First Aid and CPR.

#### **POLICY A- 9 CLASS ABSENCES AND CLASS MAKE UP**

All academic instruction and on-the-job training are equally vital and important parts of the total education process in apprenticeship. Therefore, prompt attendance at all class sessions and timely and accurate completion of correspondence courses is required if an apprentice is to successfully complete the program.

Permission to make up classes or submission of tardy correspondence tests and materials are the sole discretion of the instructor and the Training Director. Student needs and the availability of instructor time shall be considered.

Excessive absences or failure to remit correspondence materials due to medical situations will be handled under Policy A –12.

#### **POLICY A - 10 CLASS TARDINESS/ABSENTEEISM**

An apprentice who is tardy or who leaves class without the instructor's permission before the class is excused may be considered absent for that class.

#### **POLICY A - 11 MAKE UP TESTS**

An apprentice who misses any test, in classroom or required in his/her correspondence course may request consideration to take the test by contacting the Training Director. Three (3) make-up tests will be authorized per semester.

#### **POLICY A - 12 VACATIONS AND LEAVES OF ABSENCE (LOA)**

Vacations, leaves of absence other than for medical reasons, or special circumstances, are not normally granted while related and educational instruction is in session.

Leaves of absence for medical reasons or for personal necessity shall constitute those periods of absence from work and/or school which exceed one week. All requests for a LOA must be filed with the apprentice's employer and the Training Director no less than ten (10) days following the first date of absence. Such requests must be in writing and provide the following information:

- a. The type of LOA requested.
- b. Dates covered (From when to when including those dates of school that will be missed).
- c. Your employers name and company address.
- d. The reason for your request.
- e. Supportive documentation.



A leave of absence may be granted for up to a maximum of six (6) months and any extensions from the original date of the first absence shall be subject to review by the Apprenticeship Committee. Apprentices granted a leave of absence shall keep the Training Director informed, in writing, of their progress on a monthly basis. Failure to provide such documentation will be subject for review by the Apprenticeship Committee.

#### **POLICY A -13 DISCIPLINE PROCEDURES**

It is the intent of the Apprenticeship Committee to bring uniformity to the disciplinary process for violations of apprenticeship policies. With this in mind the process set forth below will be followed.

Penalties up to and including removal from the program may be assessed for any violation or any combination of violations of these policies. The apprentice's entire record will be reviewed prior to any recommended penalties being assessed. The Training Director will administer progressive discipline, approved by the Apprenticeship Committee, as follows:

1. A written and verbal reprimand to the apprentice's file.
2. Upgrade withheld not to exceed 60 days.

Serious or continued violations of the apprenticeship policies at any time during the course of the apprenticeship program may result in the immediate suspension of an apprentice for a period not to exceed 60 days or a request to the State of California Administrator of Apprenticeship that the subject apprentice be removed from the program. Depending on the severity of the infraction, this step may be taken with or without any prior disciplinary action by the Apprenticeship Committee.

The apprentice upon receipt of any notification from the Training Director that he/she has allegedly violated apprentice policies will invoke the following procedure:

- Upon receipt of such notification that he/she has been accused of a violation of the apprenticeship policies, contact the Training Director no later than three (3) working days following the receipt of notice, to arrange an interview.
- After an interview, and after any follow up investigation by the Training Director, the apprentice may be requested to appear before the full Apprenticeship Committee at their next regularly scheduled meeting.

If requested to appear before the Apprenticeship Committee the apprentice shall receive written notice by regular or certified mail or fax or e-mail or hand delivered instructing him/her of the date, place and time of his/her scheduled appearance and of the violations. Additionally, he/she is to bring a properly signed, up to date workbook and any documentation in support of his/her response to the violations.

The Apprenticeship Committee will, through interview, supportive documentation, and review of the apprentice's entire record, consider appropriate action which may include the assessing of penalties. If a penalty is assessed and if the assessed penalty involves a withhold of an upgrade, it will be implemented upon the next regularly scheduled upgrade period due the apprentice in the absence of an appeal.



#### **POLICY A - 14 RIGHT OF APPEAL**

An apprentice who feels that a penalty recommended by the Apprenticeship Committee is unfair or unjust, may appeal this decision to the Advisory Committee for review and recommendation to the Apprenticeship Committee. The appeal must be in writing and not more than 30 days after notification of the decision of the Apprenticeship Committee.

#### **POLICY A-15 ACADEMIC PROBATION**

An apprentice posting a failing semester grade shall be required to contact the Training Director to show cause why he/she should not be removed from the program or placed on academic probation and be required to repeat the semester.

An apprentice on academic probation, failing the course materials for a second time, shall appear before the Apprenticeship Committee to show cause why he/she should not be removed from the program.

#### **POLICY A-16 POWDER ACTUATED TOOLS**

As required by the State of California, any person operating a powder actuated tool shall have a proper license issued by the manufacturer of that tool. No apprentice shall be required to operate a power actuated tool without proper training and a license for the tool he/she is using.

Proper safety equipment such as eye shields, gloves and hard hats must be available to apprentices using power actuated tools.

#### **POLICY A-17 CONTINUING EDUCATION FOR APPRENTICES.**

In the event that an apprentice has completed all of his/her required related and supplemental academic training but has not fulfilled the required hours of on-the-job training, such apprentice must continue to take courses until qualified for certification. Any apprentice affected by this policy shall contact their instructor to determine which courses of study would be most beneficial to the apprentice. This information shall be made available to the Training Director.

During the period of continuing education all policies and rules governing apprenticeship training shall continue in full force and effect.

#### **POLICY A-18 CHEMICAL SUBSTANCE ABUSE**

The apprenticeship committee has adopted the following alcohol and chemical substance abuse policy in recognition of its obligation to protect and preserve the safety of all apprentices, both in connection with the classroom and on-the-job training.



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It is the policy of the Apprenticeship Committee that all it's apprentices must be free from the influence of alcohol and of any controlled substances at all times. Be it for classroom work or otherwise and at all times when they are performing work for the employer or on a company work site.

It is also the policy of the Apprenticeship Committee that apprentices who report for class or work under the influence of alcohol or any other controlled substance at any time during their classroom or work hours, or at times incidental to thereto, come under the influence of alcohol drugs or other controlled substances, or who possess alcoholic beverages or other controlled substances while on the employers work sites, or at any time or place incidental to their classroom or on-the job activities, shall be subject to discipline up to and including suspension and/or termination from the apprenticeship program.

Apprentices apprehended selling alcohol, drugs of other controlled substances either in the classroom or on the employer's worksheet or at any time or place incidental to their classroom or on-the job activities, will be turned over to the proper authorities for prosecution.

In order to assure that the foregoing policy is fully understood, each apprentice shall sign the following Alcohol and Chemical Substance Abuse statement as a condition to his/her registration into the apprenticeship program:

*I understand that if there is reasonable cause to believe that I am under the influence of alcohol, drugs or other controlled substances at any time during my work hours or in the classroom, I may be requested to report immediately to a physician, medical clinic, laboratory or hospital designated by my employer for alcohol and/or substance abuse testing. If I refuse to report, I may be disciplined, up to and including suspension from the apprenticeship program.*

*If testing is conducted and the report confirms that I was under the influence of alcohol, drugs or other controlled substances, I may be disciplined, up to and including suspension or termination from the program.*

### POLICY A-19 IMPLEMENTATION AND MONITORING OF POLICY A-19

Apprentices who admit to having an alcohol and/or substance abuse problem and/ or who test positive to a substance test given in accordance to Policy A19 shall be immediately suspended from both work and school and required to enroll in a program of rehabilitation.

Upon satisfactory completion of the program of rehabilitation and subject to the recommendation of the Training Director the Apprentice Committee may, after a full review, remove the apprentice from suspension from work and school. An apprentice must, in writing agree to attend meetings of such groups recognized as beneficial in the treatment of the abuse and must inform the Training Director of such actions.

Should the apprentice be found to be abusing these substances for a second time this shall be cause and grounds for the cancellation of their apprenticeship agreement.



## **POLICY A - 20 ANTI-HARASSMENT**

This policy insures that all apprentices, instructors, and staff will endeavor to maintain a safe work and classroom environment free from unreasonable interference, intimidation, hostility, or offensive behavior on part of the supervisors, instructors, co-workers, and visitors. It also acknowledges that harassment, sexual or otherwise, is against the law and will not be tolerated by the Apprenticeship Committee.

The Apprenticeship Committee's position is that sexual harassment is a form of misconduct that undermines the integrity of the employment and student relationship. No employee or apprentice, either male or female should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates moral, and that, therefore, interferes with work or school effectiveness.

Such behavior may result in disciplinary action up to and including dismissal.

Sexual Harassment is defined as:

Unwelcome sexual advances (either verbal or physically), requests for favor, and other verbal or physical conduct of a sexual nature.

## **POLICY A-21 STATE CERTIFICATION**

Any apprentice having successfully completed his/her Fifth (5th) period of training, (both the On-The-Job and Supplemental and Related Instruction) may be authorized, by the Apprenticeship Committee, to take the State of California Certification Examination for Fire/Life Safety Technician.

Any apprentice who takes and passes the Certification Test shall upon successful completion of his/her Sixth (6th) period of training (both On-The-Job and the Supplemental and Related Instruction) shall receive an upgrade to Journeyman Life/Safety Technician.

Apprentices who fail to take or pass the Certification Test, after being authorized to do so by the Apprenticeship Committee, shall remain in step six (6) until he/she takes and passes the Certification Test.



## DEFINITIONS

The following definitions are compiled from various sources including the California Code of Regulations, California Apprenticeship Council, Title 8, Section 205, Article 2.

### **JOURNEYMAN**

A journeyman means a person who has either;

1. Completed an accredited apprenticeship in his/her craft, or
2. Who has completed the equivalent of an apprenticeship program in length and content of work experience and all other requirements in the craft which has workers classified as journeymen in the apprentice able occupation.

### **APPRENTICEABLE OCCUPATION**

An Apprenticeable Occupation is one which requires independent judgment, the application of manual, mechanical, technical or professional skills and is best learned through an organized system of on-the-job training together with related and supplemental instruction.

### **DIVISION OF APPRENTICESHIP STANDARDS (DAS)**

The Division of Apprenticeship Standards (DAS) administers California apprenticeship law and enforces apprenticeship standards for wages, hours, working conditions and the specific skills required for state certification as a journeyman in an apprenticeable occupation. DAS promotes apprenticeship training, consults with program sponsors, and monitors programs to ensure high standards for on-the-job training and supplemental classroom instruction.

### **CHIEF DIVISION OF APPRENTICESHIP STANDARDS**

The Chief of the Division of Apprenticeship Standards is responsible for the approval and oversight of approved apprenticeship programs in the State of California.

### **LOCAL EDUCATIONAL AGENCY (LEA)**

The Local Educational Agency provides related and supplemental instruction (RSI) to individuals participating in the apprenticeship program. Chabot-Las Positas Community College District is serving as the LEA for the WBFAA Apprenticeship Program.



## APPRENTICE OBJECTIVES

The work performed by many Fire/Life Safety Technicians, although broad in scope, revolves around a finite number of activities, including installing, repairing and maintaining component parts of a variety of electronic systems in commercial and residential buildings. The skills are based upon a detailed analysis of the duties a Fire/Life Safety Technician is expected to perform and a breakdown of each duty into the specific tasks required for its performance.

### TRAITS AND BEHAVIOR OF FIRE/LIFE SAFETY TECHNICIANS

The following traits and behaviors have been identified as required or desirable for students to succeed in the workforce as a Fire/Life Safety Technician. Demonstrations of the value of these traits and behaviors should be interwoven throughout the training program as appropriate.

- Dependability
- Freedom from substance abuse
- Safety conscious
- Honesty
- Trustworthy
- Application of common sense
- Good listening skills
- Punctuality
- Focus on quality
- Comply with company standards, rules, regulations and policies including interpreting employer/employee handbook and procedures including dress, personal hygiene and cleanliness
- Ability to choose the most cost effective method
- Practice time management and follow work schedule
- Assume responsibility for own decisions and actions
- Exhibit pride
- Display initiative in undertaking new tasks
- Show assertiveness appropriate to the situation
- Seek work challenges
- Understand and apply ethical principles to decision making
- Understand the importance of providing good customer service (internal and external)
- Exhibit positive behavior, provide praise and suggestions for improvement
- Respond constructively to suggestions for improvement
- Channel/control emotional reactions constructively
- Recognize problems and work toward their solution
- Exhibit sensitivity to internal and external customer needs
- Treat people with respect
- Understand interactive relationships required for effective teamwork
- Evaluate outcome
- Follow oral job instructions
- Write words and numbers legibly



## OVERVIEW OF CURRICULUM BY YEAR FIRE/LIFE SAFETY TECHNICIAN

### FIRST YEAR

Introduction to the Trade  
Basic Safety  
Basic Math  
Introduction to Hand Tools  
Introduction to Power Tools  
Introduction to Blueprints  
Basic Rigging  
Construction Materials and Methods  
Pathways and Spaces  
Fasteners and Anchors  
Hand Bending Conduit  
Electrical Theory One  
Electrical Safety  
Low Voltage Cabling

**TOTAL HOURS 165**

### SECOND YEAR

Craft-Related Mathematics  
Electrical Theory Two  
Basic Electronics  
Electrical Test Equipment  
Power Quality and Grounding  
Introduction to Electrical Blueprints  
Voice and Data Systems  
Switching Devices and Timers  
Terminating Conductors  
Introduction to Codes and Standards  
Computer Applications

**TOTAL HOURS 152.5**

### THIRD YEAR

Cable Selection Busses and Networks Fiber Optics Video Systems Wireless Communication Site  
Survey, Project Planning, Documentation Maintenance and Repair Introduction to Supervision  
Fire Alarms Security Systems

**TOTAL HOURS 205**



## APPRENTICE TEST FOR PRIOR EXPERIENCE

### NEW FIRE/LIFE SAFETY EMPLOYEES ENTERING THE WBFAA UATC APPRENTICESHIP PROGRAM

#### BACKGROUND:

California apprenticeship law and the WBFAA UATC apprenticeship standards require that any new employee entering into the Fire/Life Safety Apprenticeship Program may request a test for PRIOR EXPERIENCE.

This test is provided to determine both the practical skill and academic knowledge possessed by the new employee. This information will assist the Apprenticeship Committee in placing the new employee into the appropriate period and at the appropriate pay level.

#### PROCESS:

1. The Apprenticeship Committee shall develop an industry related test covering the areas of PRACTICAL EXPERIENCE and ACADEMIC LEVELS.
2. The Apprenticeship Committee shall develop a test delivery system.
3. The Apprenticeship Committee shall set a minimum passing grade for the test.
4. All new apprentices shall be advised that they may request the test.
5. When requested by the new employee, the test shall be given within the first 60 days of the hiring of said employee.
6. Any new employee requesting the test AFTER the 60 day period of hire shall not be allowed to take the test.
7. The Apprenticeship Committee shall take action regarding the test within 30 days of receiving the test results.
8. The new hire and the employer shall be advised of the committee decision regarding placement of the new employee in the program.

#### PLACEMENT PROCESS:

Anyone failing to achieve the minimum passing grade, as established by the Apprenticeship Committee, shall enter the program as a first period apprentice both in pay scale and academic level.

Those achieving a grade above the minimum passing grade shall be considered for placement into the program at a higher pay rate as determined by the committee.

#### EXAMPLE:

Using a minimum passing score of 80% placement into program could look like this:

- 80%-90% enter into second period of program. (55%)
- 90%-100% enter into third period of program. (60%)

This upgrade relates ONLY TO PAY SCALE. Employers may choose to pay employee at a rate higher than the minimum apprentice rate for that period.

All new apprentices, regardless of Prior Experience Test score, shall begin with the first period academic requirements.

#### EXISTING EMPLOYEES ENTERING INTO APPRENTICESHIP PROGRAM

Apprenticeship Committee shall establish a policy regarding this class of employee.



**APPRENTICESHIP HANDBOOK**  
*For the Occupation of*  
**FIRE/LIFE SAFETY TECHNICIAN**  
*In the State of California*  
Developed by the



**W B F A A**

**California Unilateral Apprenticeship and Training Committee**  
In Cooperation with the California Division of Apprenticeship Standards  
*And Chabot-Las Positas Community College District*

**California Unilateral Apprenticeship and Training Committee**  
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