

# WBFAA UATC New Apprentice Orientation



Please call the WBFAA UATC office at 800-809-0280 for a 10-minute orientation to the program.  
Office hours are Monday - Friday 9:00 a.m. - 5:00 p.m.  
Print a copy of this page for your use during the orientation. **Your registration with the Division of Apprenticeship Standards is not complete until this orientation is done.**

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
WBFAA UATC Staff  
Member: \_\_\_\_\_

## Pre-entry introduction to the WBFAA UATC

- Confirm mailing address & email address
- Login with your last name all lower case and TEAM Portal login email over the phone, Click on **"My Transcript"** to access classes.
- Confirm computer, internet access.
- Class structure - **3 years (6 semesters) AND Monthly OJTs until 6000 hours is reached.**
- Mileage reimbursement (\$0.40/mi. after first 80 miles' roundtrip)
- OJT hour – Log OJTs online under "Compliance Manager" on TEAM Portal Profile.
- **Keep your WBFAA ID Card on you at all times while on the job. It is proof of your eligibility to work in the Fire Life Safety field as a registered Apprentice.**

## An Introduction to the WBFAA UATC: 5 Ways to Be a Successful Apprentice

1. Before classes start
  - Enroll in Chabot College (online instructions) (Found at [www.wbfaa.net](http://www.wbfaa.net) Bulletins/Apprentice)
    - Enrollment opens one month prior to orientation; there is a 10-day window to enroll
    - Send WBFAA UATC YOUR Student ID# (This is referred to as your W#, it starts with a W) as proof of enrollment. It will be sent to you by email from Chabot 1 or 2 days after enrolling. See attached sample email.
    - Purchase your Textbook (Found at [www.wbfaa.net](http://www.wbfaa.net) , click on **"APPRENTICE"** and the link to purchase **textbook will appear**) It is the Apprentice's responsibility to purchase their book. You can check with employer for other arrangements.
    - Option to continue with Chabot college after completing the apprentice program.
2. Starting class
  - First semester apprentices must view an online orientation. There is a link on the Semester One Team Portal under "COURSES" labeled "Apprentice Orientation."
  - All apprentices must log in to their TEAM Portal [www.wbfaatraining.net](http://www.wbfaatraining.net) account by the end of the first week of class. If there are technical issues, they should be resolved by contacting technical support at (502) 254-1506 before the first weekend.
  - Your instructor is your primary contact for any issues related to coursework and is available to assist you at any time throughout the semester during a reasonable time frame.
3. Meet deadlines
  - First week of class: Inform your instructor and the WBFAA UATC Training Office if you have any conflicts with lab dates.
  - Semester due dates: Follow the **FALL 2021 Academic Calendar**. (Found at [www.wbfaa.net/Forms](http://www.wbfaa.net/Forms))
  - Mandatory online **WEBINAR** classes (**DIFFERENT FROM PORTAL**) one hour per week on NFPA 2013, NFPA 2011 and California Fire Code you must be on time to the webinar. If you are late more than 10 minutes you will need to make-up the webinar.
  - By the 5th of each month: Log your On-the-Job Training hours by logging into [www.wbfaatraining.net](http://www.wbfaatraining.net), click on "Compliance Manager."
4. Be responsive – **CHECK YOUR SPAM FOLDER FOR EMAILS**
  - Weekly e-bulletins (WBFAA UATC communication)
  - TEAM Portal Messages
  - \*Be responsive. If someone contacts you regarding your classes (training office, instructors, technical support, employer), respond at your earliest convenience.
5. Keep contact
  - Contact your company's liaison for any information or assistance they could provide you.
  - Academic assistance:

Instructor name:	Semester 1,2, and 6 <b>Pam McKean</b>	Semesters 3,4, and 5 <b>Andrew Miguel</b>	Live Webinar Instructor <b>Bev Cramer</b>
Instructor phone:	<b>(209) 603-0471</b>	<b>(559) 347-8967</b>	<b>(949) 330-0952</b>
Instructor e-mail:	<a href="mailto:pam@wbfaa.net">pam@wbfaa.net</a>	<a href="mailto:andrew@wbfaa.net">andrew@wbfaa.net</a>	<a href="mailto:bev@wbfaa.net">bev@wbfaa.net</a>

- Technical Support: Issues with the TEAM Portal **Example:** You passed a module, but it shows incomplete in transcript
  - (502) 254-1506
  - [support@wbfaatraining.net](mailto:support@wbfaatraining.net) (Often it helps to switch browser, CHROME seems to work best)
- WBFAA UATC: Any issues that arise relating to your performance and standing in the program  
Call (800) 809-0280 or Email:[info@wbfaa.net](mailto:info@wbfaa.net)
  - For anonymous comments, suggestion or complaints: Email: [chairman@wbfaa.net](mailto:chairman@wbfaa.net)

### WBFAA Unilateral Apprenticeship & Training Committee

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