

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 6:00 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.**

As a semester 1 apprentice, you are on probation for the first semester and can be removed from the program, without cause for failure to comply with mandatory attendance for Webinars and labs, online course module benchmarks/deadlines,

Pre-entry introduction to the WBFAA UATC

- Confirm mailing address & email address, computer, internet access, reliable transportation.
- The purpose of the program
- Login with your last name all lower case and TEAM Portal login email over the phone, click on **“My Transcript”** to access classes.
- Class structure - **3 years (6 semesters) AND Monthly OJTs until 6000 hours is reached.**
- Mileage reimbursement (Current IRS rate per mile after 80 miles' roundtrip)
- OJT hours – Log OJTs online under **“Compliance Manager”** on TEAM Portal Profile.
- **Always keep your WBFAA ID Card on you while on the job. It is proof of your eligibility to work in the Fire Life Safety field as a registered Apprentice.**

Name: _____
Date: _____
Time: _____
WBFAA UATC Staff
Member: _____

WBFAA UATC: 5 Ways to Be a Successful Apprentice

1. Before classes start
 - Apply online to Chabot College – Instructions have been emailed to you. – **THIS IS MANDATORY** – You will NOT receive credit for the program if you do not apply.
 - Send WBFAA UATC YOUR Student ID# (This is referred to as your W#, it starts with a “W”) as and your CCCId and Application number proof of enrollment. It will be sent to you by email from Chabot 1 to 3 days after enrolling. See attached sample email.
 - Purchase your Textbook (Found at www.wbfaa.net, click on **“APPRENTICE”** and the link to purchase, **scroll down, textbook will appear**) It is the Apprentice’s responsibility to purchase their book. You can check with employer for other arrangements.
2. Starting class
 - First semester apprentices must view two online orientations. There is a link on the Semester One Team Portal under “COURSES” labeled “Apprentice Orientation” and another labeled “OJT Orientation.”
 - All apprentices must log in to their TEAM Portal 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.
 - **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 **SPRING 2024 Academic Calendar**. (Found at 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, 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:

Semester 1 and 6
Pam McKean
(209) 603-0471
pam@wbfaa.net

Semesters 3 and 4
Andrew Miguel
(559) 347-8967
andrew@wbfaa.net

Semesters 2 and 5
Jason DeGuzman
(818) 267-5839
Jason@wbfaa.net

Live Webinar Instructor
Andy Nesky
(412) 779-5578
Andy@wbfaa.net

Technical Support: Issues with the TEAM Portal **Example:** You passed a module, but it shows incomplete in transcript.

- (502) 254-1506
- 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
 - For anonymous comments, suggestions or complaints: Email: chairman@wbfaa.net

WBFAA Unilateral Apprenticeship & Training Committee

333 Washington Blvd. #433 • Marina del Rey, CA 90292

Phone: (800) 809-0280 • Fax: (800) 809-0281 - info@wbfaa.net • www.wbfaa.net