

WBFAA Apprentice Handbook

Index

Table of Contents

03

WBFAA Apprenticeship
Program History

04

Department of Industrial
Relations / Division of
Apprenticeship Standards

06

The WBFAA Apprenticeship
Program

07

Apprenticeship Training and
Education

08

How This Affects You

09

Apprenticeship OJT and
Classroom Guidelines

11

Apprenticeship Program
Guidelines

26

Apprenticeship Standards &
Policies

34

Definitions

37

Apprenticeship Assessment &
Advanced Placement

Introduction

WBFAA Apprenticeship Program History

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 with 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 workforce 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 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

Department of Industrial Relations / Division of Apprenticeship Standards

The Division of Apprenticeship Standards (DAS) 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 all currently active apprenticeship programs in a diverse range of 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.

State of California

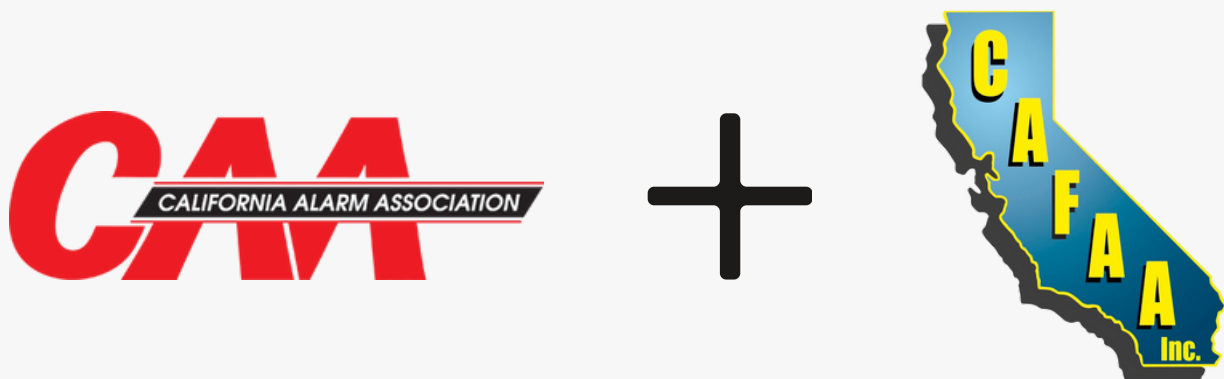
The foundation of California's apprenticeship system is a partnership among industry, labor, education and government. Industry funded and industry driven, the apprenticeship system provides an effective balance between learning by doing and theoretical instruction and develops workers with marketable 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.



The WBFAA Apprenticeship Program

The California Alarm Association (CAA) and the California Automatic Fire Alarm Association (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 certification laws 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 Western Burglar and Fire Alarm Association (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 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.
2. LIST OF WORK PROCESSES:
 - a. SAFETY
 - b. SYSTEM INSTALLATION & PREPARATION
 - c. SYSTEM COMPLETION
 - d. INSPECTION/TESTING/MAINTENANCE
 - e. SYSTEM DOCUMENTATION
3. 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.
4. The Selection Procedure was created with the idea of providing complete access to the Apprenticeship Program to anyone interested in a career in the industry.
5. The Affirmative Action Plan ensures widespread 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 certified fire/life safety technician (Journeyman) 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 skill building OJT categories as possible. A fully rounded apprentice will result in a well-qualified journeyman Fire/Life Safety Technician.

APPRENTICE MONTHLY OJT SUBMISSION AND VERIFICATION

- It is the responsibility of each apprentice to record their on-the-job training hours by submitting their OJT hours online in your apprentice dashboard on the TEAM Portal at www.wbfaatraining.net. These reports are due monthly by the 10th of the month for the previous month worked. If an apprentice does not have hours to submit for a month, they must still go online and submit a note for the month as to why they did not work. To ensure the accuracy of these reports an employer representative has 24/7 access to verify the information provided by the apprentice online. Staff monthly audits OJT submissions to insure accurate and timely reporting. OJT hours not submitted within 90 days will be zeroed out. The apprentice can later add hours, however not reporting hours accurately and monthly may result in removal from the WBFAA UATC Apprenticeship program.

OJT and Classroom Guidelines

ACADEMIC SUPPORT

- This apprenticeship program provides the apprentice with a very strong and demanding academic component.
- Employer support is critical to the apprentice and will help provide the apprentice with the confidence necessary for success.
- Apprentices are assigned by semester. Each semester has an instructor of record available for guidance on course content for the semester to which they are assigned. The WBFAA uses an online system that has interactive modules paired with a textbook for most of the coursework. Live webinars on fire code are also part of the students' academic journey. A physical midterm and final lab are also part of each semester and take place on Saturdays. All classes are mandatory attendance.



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 standards approved by DAS. 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 an education sponsored, employer-based 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, Trade or Occupation, Related and Supplemental Instruction, Term of Apprenticeship, Ratio, Wage Schedule and Work Training

- **Occupation:** Fire/Life Safety & Electronic Security Technician
- **O*Net Code:** 49-2098.00
- **Attachment:** B

Program Approved Standards and Guidelines

Article III Organization

There is hereby established the above-named master apprenticeship committee. The committee shall consist of six (6) members, who shall be selected by and represent the employer organization(s) signatory hereto. In addition, thereto, there shall be one (1) apprenticeship consultant representing the Division of Apprenticeship Standards and one (1) advisor from the Local Education Agency and such other advisors as the committee shall determine. Such advisors and the apprenticeship consultant shall act without vote.

Article IV Jurisdiction

These standards shall apply to the employer and employee organizations signatory hereto; their members, to other employers who subscribe hereto or who are party to a collective bargaining agreement with an employee organization(s) signatory here to, and to all apprentice agreements hereunder. Area Covered by Standards: Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, and Yuba counties.

Article V Functions

The functions 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. serve in an advisory capacity with employers and employees in matters pertaining to these standards;
3. ensure the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
4. aid in the adjustment of apprenticeship disputes;
5. develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations and apply them uniformly in the selection of applicants for apprenticeship.

Program Approved Standards and Guidelines

Article VI Responsibilities

The responsibilities of the apprenticeship committee shall be to:

1. maintain suitable and adequate facilities to train apprentices;
2. supervise the administration and enforcement of these standards;
3. adopt such rules and regulations as are necessary to govern the program provided that the rules and regulations do not conflict with these standards;
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 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. Make periodic evaluations of each apprentices on-the-job training and related and supplemental instruction;
8. ensure safe work site facilities, skilled workers as trainers at the work site, and safe equipment sufficient to train apprentices;
9. determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures;
10. ensure apprentice agreements are sent to DAS for registration within thirty (30) days of the execution by the apprentice. For programs in the building and construction trades industry, the agreement shall be submitted to DAS in an acceptable electronic format, and a signed original of the agreement shall be retained by the program for at least five years following the completion or cancellation of the agreement. DAS-51 CAC Standards Template rev 093020222
11. establish and utilize a procedure to record and maintain all records of the apprentice's worksite job progress and progress in related and supplemental instruction;
12. establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction;
13. provide to each apprentice, on at least a semiannual basis, a statement showing the number of hours of on-the-job training and related and supplemental instruction that the apprentice has acquired toward graduation, the total number of hours of on-the-job training and related and supplemental instruction that are necessary for graduation, and the apprentice's expected graduation date;

Program Approved Standards and Guidelines

14. discipline apprentices, up to and including termination, for failure to fulfill their obligations on-the-job or in related instruction, including provisions for fair hearings;
15. annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards;
16. ensure training and supervision, both on the job and in related instruction, in first aid, safe working practices and the recognition of occupational health and safety hazards;
17. ensure training in the recognition of illegal discrimination and sexual harassment; 18) establish an adequate mechanism to be used for the rotation of the apprentice from
18. work process to work process to assure the apprentice of complete training in the apprenticeable occupation including mobility between employers when essential to provide exposure and training in various work processes in the apprenticeable occupation;
19. establish an adequate mechanism that will be used to provide apprentices with reasonably continuous employment in the event of a lay-off or the inability of one employer to provide training in all work processes as outlined in the standards;
20. comply with meaningful representation requirements for the interests of apprentices in the management of the program where apprentices are at least equally represented on an advisory panel established by the apprenticeship committee responsible for the operation of the program;
21. shall submit apprentice registration, change of address, graduation, and termination data to the Division of Apprenticeship Standards on a monthly basis in an electronic format acceptable to the division;
22. adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards;
23. abide by any and all relevant California Labor Codes and California Code of Regulations regarding apprenticeship.

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 of participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

Program Approved Standards and Guidelines

Article VIII Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions 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, by the program sponsor, and by the apprentice 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 registration. 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 shall 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 obligations 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 obligation of said apprentice agreement.

Article XI Lay-off

1. If for any reason the 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, the program, or the committee for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

Program Approved Standards and Guidelines

Article XII 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 XIII Certificate of Completion

1. In addition to previous on-the-job training and related school instruction, which is of an approved nature, the Apprentice shall have completed not less than an additional six (6) months as an apprentice under the laws of the State of California and demonstrated mastery of the skills and knowledge of the prescribed program.
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 percent (12½%).
3. 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 Chief of the Division of Apprenticeship Standards and the California Apprenticeship Council.

Article XIV Equal Opportunity in Apprenticeship

No building and construction trades apprenticeship program shall discriminate against any apprentice or applicant for apprenticeship on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over forty years of age, sexual orientation or veteran or military status.

Western Burglar & Fire Alarm Association UATC shall abide by California Labor Code 3073.9, take affirmative steps to provide equal opportunity in apprenticeship and will create selection procedures that meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XV Written Applications

Applications for apprenticeship will be accepted continuously at:

www.wbfaa.net/apply-now/

Program Approved Standards and Guidelines

Article XVI Records

All records will be maintained, in written or electronic form, for five years and kept at: Western Burglar & Fire Alarm Association UATC
333 Washington Blvd.#433
Marina Del Rey, CA 90292

Article XVII Annual Compliance

Western Burglar & Fire Alarm Association UATC will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.



Program Approved Standards and Guidelines

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 6000 on-job-training (OJT) hours, 594 related and supplemental instruction (RSI) hours and completed within 36 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be six (6) months.

Article II Wage Schedule

Public Works Projects:

Wage Schedule for Apprentices in the Building and Construction Industry Employed on Public Works Projects:

For apprentices participating in approved apprenticeship programs in the building and construction industry, the wages and employer payments for employee benefits as defined in 8 C.C.R. 16000 for regular and overtime work while employed on public works projects within the meaning of Labor Code 1720 et seq. shall be the per diem wage rates for apprentices in the apprenticeable occupation as determined by the Director of Industrial Relations in the geographic area of the project.

The program and employers are responsible to verify, update and pay the apprentice the current or proper prevailing wage rate as posted on the prevailing wage website for the Office of Policy, Research and Legislation (OPRL) for the occupations listed in the standards for the geographic area of the public works project.



Program Approved Standards and Guidelines

Private Work:

For apprentices in the building and construction industry employed on projects not covered by California Code of Regulations, Title 8, Division 1, Chapter 2, Subchapter 1, Section §208, Subsection (b), the minimum hourly wage package for apprentices while employed on projects not covered by Subsection (b) (Public Works) shall be as set forth below in (1)-(5) or, in the alternative, as set forth in subsection (6):

1. A starting hourly wage package for first- period apprentices of not less than 40 percent of the prevailing per diem wage package for journey person(s) in the apprenticeable occupation and geographic area of the project, as determined by the Director of Industrial Relations for purposes of Labor Code §1720 et seq., using the rate effective on the immediately preceding March 1. At least 65 percent of this minimum hourly wage package must be paid to the apprentice as taxable wages;
2. If there is no prevailing hourly wage package and wage package progression determined by the Director for journey person(s) for the apprenticeable occupation and geographic area, a starting wage rate decided by the sponsoring program in consultation with and subject to the approval of the Chief DAS based on consideration of the minimum starting hourly wage package and wage package progression for apprentices in the most analogous occupations and geographic areas;
3. Where an employer elects to satisfy a portion of the hourly wage package by employer payments for employee benefits as defined in 8 C.C.R. §16000, the payment of such contributions must be verifiable and the cost of the benefit(s) must be reasonably related to the amount of the contribution(s). The employer shall submit its books and records to an audit by the DAS staff, upon request, to verify such payments;
4. Where an employer elects not to satisfy a portion of the apprentice's hourly wage package by employer payments for employee benefits as defined in 8 CCR §16000, the employer shall pay the entire hourly wage package to the apprentice on the apprentice's paycheck. Where an employer elects to satisfy a portion of the apprentice's hourly wage package by employer payments for employee benefits, the employer shall pay the remainder of the apprentice's hourly wage package to the apprentice in the apprentice's paycheck;

Program Approved Standards and Guidelines

5. The minimum hourly wage package shall increase for each successfully completed period of apprenticeship to a higher percentage of the prevailing per diem wage package for journey person(s) in the apprenticeable occupation and geographic area of the project. These periodic increases in percentage shall be equal (e.g., 40 percent, 50 percent, 60 percent, etc.) and shall be such that the minimum hourly wage package in the final period of apprenticeship is not less than 80 percent of the prevailing per diem wage package for journey person(s) in the apprenticeable occupation and geographic area of the project, as determined by the Director, using the rate effective on the immediately preceding March 1. At least 65 percent of this minimum hourly wage package must be paid to the apprentice as taxable wages;
6. In the alternative, a contractor will be in compliance with this entire subsection (c) if the contractor provides the same total hourly wage package and wage package progression to apprentices employed on private projects as the contractor provides to apprentices employed on public works projects in the same geographic area, and that total hourly wage package is not less than the prevailing per diem apprentice wage package for the apprenticeable occupation and the geographic area of the project.

The apprenticeship program and contractors are responsible to verify, update and pay the apprentice the current or proper wage rate as calculated from the posted prevailing wage rates on the website for the Office of Policy, Research and Legislation (OPRL) for the occupations listed in these standards for the geographic area of the private-work project.

Hours of Work and Working Conditions and Overtime Provision:

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

Program Approved Standards and Guidelines

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a journeyperson.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work-Training

1. The employer shall see that all apprentices are under the supervision of a qualified journeyperson or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
2. Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
3. The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Work Processes	Approximate Hours
A. Safety, Use of: Tools, Power Tools, Power Lift/Ladders, Lifting, Job Site, Asbestos recognition, Electrical	390
B. System Installation & Preparation: Site Survey/Job Plan, Job Site Communications, Wiring Building	1520
C. System Completion: Fire-Life/Safety, Nurse Call, CCTV, Access, Integrated, Peripheral Devices	3500
D. Inspection/Testing/ Maintenance: Fire-Life/Safety, Nurse Call, CCTV, Access, Integrated Systems	440
E. Systems Documentation	150
Total Hours: 6,000	

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 160 hours per year. Related and supplemental instruction will be provided by Chabot Las Positas Community College.

Time spent in related and supplemental instruction may not be compensated.

Program Approved Standards and Guidelines

First Semester - 110 Hours

Topics to Include:

1. Effective Communication Skills
2. Employability Skills
3. Basic Safety
4. Basic Safety Basic Safety Part II
5. Basic Construction Math Part I
6. Basic Construction Math Part II
7. Basic Construction Math Part III
8. Introduction to Hand Tools Part I
9. Introduction to Hand Tools Part II
10. Basic Rigging Part I
11. Basic Rigging Part II
12. Construction Drawings Part I
13. Construction Drawings Part II
14. Introductions to Power Tools

14 Weeks 84 Hours

Midterm and Final Exam = 16 in class LAB HOURS

10 Webinars @ one hours = 10 HOURS

Second Semester - 84 Hours

Topics to Include:

1. Introduction to the Trade
2. Wood and Masonry Construction Methods
3. Concrete & Steel Construction Methods
4. Pathways & Spaces Part I
5. Pathways & Spaces Part II
6. Hand Bending of Conduit
7. Low Voltage Cabling Part I
8. Low Voltage Cabling Part II
9. Low Voltage Cabling Part III
10. Introduction to the NEC

10 WEEKS 60 HOURS

Midterm and Final Exam = 16 in class LAB HOURS

8 Webinars @ one hours = 8 hours

Program Approved Standards and Guidelines

Third Semester - 110 Hours

Topic to Include:

- 1.DC Circuits Part I
- 2.DC Circuits Part II
- 3.AC Circuits Part I
- 4.AC Circuits Part II
- 5.AC Circuits Part III
- 6.Semiconductors & Integrated Circuits Part I
- 7.Semiconductors & Integrated Circuits Part II
- 8.Test Equipment
- 9.Power Quality& Grounding Part I
- 10.Power Quality& Grounding Part II
- 11.Power Quality& Grounding Part III
- 12.Electrical Drawings Part I
- 13.Electrical Drawings Part II
- 14.Electrical Drawings Part III

14 WEEKS 84 HOURS

Midterm and Final Exam = 16 in class LAB HOURS

10 Webinars @ one hour = 10 HOURS

Fourth Semester - 91 Hours

Topic to Include:

- 1.Switching Devices& Timers Part I
- 2.Switch Devices& Timers Part II
- 3.Switches Devices& Timers Part III
- 4.Wire & Cable Terminations Part I
- 5.Wire & Cable terminations Part II
- 6.Wire & Cable Terminations Part III
- 7.Wire & Cable Terminations Part IV
- 8.Cable Selection Part I
- 9.Cable Selection Part II
- 10.Introduction to Codes & Standards Part I
- 11.Introduction to Codes & Standards Par II

11 WEEKS 66 HOURS

Midterm and Final Exam = 16 in class LAB HOURS

9 Webinars @ one hour = 9 HOURS

Program Approved Standards and Guidelines

Fifth Semester - 101 Hours

Topic to Include:

1. Buses & Networks Part I
2. Buses & Networks Part II
3. Buses & Networks Part III
4. Fiber Optics
5. Fiber Optics Part II
6. Wireless Communication Part I
7. Wireless Communication Part II
8. Site Survey, Project Planning & Documentation Part I
9. Site Survey, Project Planning & Documentation Part II
10. Introductory Skill for the Crew Leader Part I
11. Introductory Skill for Crew Leader Part II
12. System Commissioning & User Training
13. Maintenance & Repair

13 WEEKS 78 HOURS

Midterm and Final Exam = 16 in class LAB HOURS

7 Webinars @ one hour = 7 HOURS

Sixth Semester - 98 Hours

1. Intrusion Detection Systems Part I
2. Intrusion Detection Systems Part II
3. Intrusion Detection Systems Part III
4. Intrusion Detection Systems Part IV
5. CCTV Systems
6. Access Control Systems
7. Fire Alarm Systems Part I
8. Fire Alarm Systems Part II
9. Fire Alarm Systems Part III
10. Fire Alarm Systems Part IV
11. Overview of Nurse Call & Signaling Systems
12. Residential & Commercial Building Networks

12 WEEKS 72 HOURS

Midterm and Final Exam = 16 in class LAB HOURS

10 Webinars @ one hour = 10 HOURS

Total Hours: 594

Program Approved Standards and Guidelines

ARTICLE V Ratio

The ratio of apprentices to journeypersons shall be:

1. Ratio #1: Each journeyperson may supervise one (1) apprentice



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 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 Related Supplemental Instruction (RSI) 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 followed by every apprentice. Each apprentice is registered to the Apprenticeship Committee through agreement and is solely 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 handbook is a tool to assist the apprentice in having a better understanding of the responsibilities to the industry they are entering, the academic education they will be receiving, and 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.

WBFAA UATC Policies

POLICY A - 1 CHANGE OF ADDRESS/EMAIL ADDRESS/PHONE NUMBER

The apprentice is responsible for maintaining their current mailing address, email address, and phone number on file with the office of the Training Director and with his or her employer. Prompt, written notification by email or calling 800-809-0280 is required for any change of address, email address or number.

POLICY A - 2 QUITTING YOUR JOB

An apprentice should not quit his/her employment 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 having the required number of On-The-Job training hours recorded on time, monthly on the WBFAA UATC training website. Reporting hours late may cause a delay in advancement to the next pay period to a higher pay scale. Timely and accurate submission of OJT's is the sole responsibility of each apprentice. The apprentice must enter on-the-job (OJT) hours online no later than the tenth (10th) day of each month following the month in which the work was performed. If hours are not reported within 90 days of the due date, then the hours will be zeroed out for that month. Hours lost due to failure to submit work reports in a timely fashion will extend the apprentice's On-The- Job training until the apprentice reaches 6,000 OJT hours reported. Any questions regarding your OJT submissions must be communicated to the training office.

Should the apprentice question the total of hours on file he/she should communicate this concern to the Administrative Office/Training Director. The apprentice should provide the Training Director with proof of hours worked. Repeated violation of the work report policy will be subject to disciplinary action as mandated by the Apprenticeship Committee.

POLICY A - 4 APPRENTICE PERSONAL OJT RECORD

It is the apprentice's responsibility to submit accurate OJT hours online on the apprentice dashboard. The apprentice supervisors have access to these reports 24/7 to review hours for accuracy. OJT hours submitted by the apprentice are subject 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.

WBFAA UATC Policies

POLICY A - 6 FINAL PERIOD WORK RULES

A 6th semester apprentice (an apprentice in their last period) may, at the employer's discretion, be permitted to perform work without the direct supervision of a certified journey worker. Said apprentice shall not be permitted to supervise others.

POLICY A - 7 APPRENTICE UPGRADES POLICY

An apprentice is eligible for an upgrade by completing the following criteria:

1. Report 1,000 hours of On-the-Job Training since last upgrade
2. Satisfactorily complete one semester of Related and Supplemental Instruction (RSI/apprentice semester) since last upgrade.

Upgrades are reviewed monthly by the WBFAA administrative office on the 11th of each month or next business day. You must be actively taking classes to be eligible for the upgrade. In the event that you have completed your RSI and have not logged the total number of OJT hours required for completion, you must continue to log hours until the total is reached.

POLICY A - 8 FIRST AID AND CPR

All apprentices must be trained in First Aid and CPR. CPR courses are offered to an apprentice in their first semester midterm at the cost of the program. If an Apprentice misses their midterm for any reason, it is the apprentice's responsibility to provide proof of CPR training. Any cost associated with obtaining CPR certification outside of the programs offering will be the responsibility of the apprentice.

POLICY A- 9 CLASS ABSENCES AND CLASS MAKE UP

Attendance is mandatory for all live webinars/Zoom sessions and both the midterm and final lab on Saturdays for every semester. If an unforeseen circumstance or preplanned life event (wedding/birth of a child/vacation) occur, the apprentice must communicate by email to their instructor of record and the administrative office well in advance, allowing that emergencies do happen, the staff and instructor will discuss options for make-up work.

Excessive absences or failure to complete Related Supplemental Instruction due to medical situations will be overseen under Policy A-12.

POLICY A - 10 CLASS TARDINESS/ABSENTEEISM

An apprentice who is tardy more than 15 minutes to live webinars or physical labs, or who leaves class without the instructor's permission before the class is excused may be considered absent for that class.

WBFAA UATC Policies

POLICY A - 11 MAKE UP WEBINARS AND EXAMS

An apprentice who fails to attend any live instruction without a proper excuse will have to do make-up work. Live webinar make-up will be added to a student's transcript and the student will be required to watch a recording of the missed webinar and possibly take a quiz based off the recording. Make-up exams for live labs must be proctored by an apprentice supervisor. Apprentices are responsible for contacting their semester instructor of record and must arrange with their supervisor a time to take the make-up lab and exam. This should be done within a week of the missed lab date. Proctored exams not returned to the instructor of record within a week may result in failure of the semester. Unexcused absences will result in failure of the semester and placement on probation.

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

Vacations, leaves of absence other than for medical reasons, or exceptional 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 an LOA, if deemed necessary 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 employer's 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, if deemed necessary, in writing, of their progress monthly. Failure to provide such documentation will be subject to review by the Apprenticeship Committee.

WBFAA UATC Policies

POLICY A - 13 DISCIPLINARY PROCEDURES

It is the intent of the Apprenticeship Committee to bring uniformity to the disciplinary process for violations of apprenticeship policies. 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. Inform the apprentice and/or supervisor of violation.
2. If violation persists, apprentice will be warned of possible probation
3. Apprentice placed on probation
4. Violation probation results in disciplinary review for removal from the program by the committee.

Serious or continued violations of the apprenticeship policies at any time during 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:

1. Within three (3) working days of such notification the apprentice must contact the WBFAA Administrative Office following the receipt of notice, to arrange an interview.
2. After an interview, and after any follow-up investigation by the Training Director, the apprentice may be requested to appear before the WBFAA Apprenticeship Committee at their next regularly scheduled meeting.

If requested to appear before the Apprenticeship Committee the apprentice shall receive written notice listing their violation (s) by mail or e-mail instructing them of the date, place and time of their scheduled appearance. Additionally, the apprentice can bring any documentation in support of their response to the violation(s).

The Apprenticeship Committee will, through interview, supportive documentation, and review of the apprentice's entire record, consider appropriate action which may include removal from the program.

WBFAA UATC Policies

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 who fails the course for a second time shall appear before the Apprenticeship Committee to show cause why they should not be removed from the program.

POLICY A - 16 POWER ACTUATED TOOLS

As required by the State of California, any person operating a power 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

If 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 log monthly OJT hours. Any apprentice has full access to state certification practice material at www.wbfaatraining.net, for purposes of continuing education. 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.

WBFAA UATC Policies

It is the policy of the Apprenticeship Committee that all its apprentices must always be free from the influence of alcohol and of any controlled substances. Always be it for classroom work or otherwise and 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 worksite 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.

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 ANTI-HARASSMENT

This policy ensures 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.

WBFAA UATC Policies

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 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 morals, 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 - 20 STATE CERTIFICATION

Any apprentice having successfully entering his/her fifth (5th) period or last year of training, (both the On-The-Job and Supplemental and Related Instruction) should apply 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 be recognized as a certified Journeyman Life/Safety Technician and will remain on their company roster in the continuing education program as such.



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 OF 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.

Glossary

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

Glossary

- 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.



Apprentice Assessment and Advanced Placement

California apprenticeship law and the WBFAA UATC apprenticeship standards require that any new employee entering the Fire/Life Safety Apprenticeship Program may request testing and assessment for prior experience.

Testing & assessment 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 in the appropriate period and at the appropriate pay level.

PROCESS:

- The Apprenticeship Committee shall develop an industry related test covering the areas of practical experience and academic levels.
- The Apprenticeship Committee shall develop a test delivery system.
- The Apprenticeship Committee shall set a minimum passing grade for the test.
- All new apprentices may have the option for testing based on eligibility.
- When requested by the new employee, the test shall be given within the first 60 days of the hiring of said employee.
- Any new employee requesting the test AFTER the 60-day period of hire shall not be allowed to take the test.
- The Apprenticeship Committee shall act regarding the test within 30 days of receiving the test results.
- The new hire and the employer shall be advised of the committee decision regarding placement of the new employee in the program.

PLACEMENT ACCEPTANCE 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 in the program at a higher pay rate determined by the committee

Assessment and Placement

WBFAA 6-MONTH PROGRAM FOR CERTIFIED TECHNICIANS

The 6-month program is designed for those individuals that possess a current state of California certification with the Department of Industrial Relations – Electrician Certification Unit to comply with AB 3018 specifically on the issue of having a skilled and trained work force that ALSO has graduated from an apprenticeship program.

You must comply with the following protocol to be considered an active apprentice with the WBFAA in this advanced program. If you do not meet the criteria below, you must either take the entire three-year program or apply later in time.

1. Fill out WBFAA assessment application.
2. Submit Proof of state of California certification blue card.
3. Register with the WBFAA using a DAS-1 form as an apprentice.
4. Prove at least 5,000 hours of previous on the job experience on company letterhead.

Apprentice Program Requirements to successfully complete the WBFAA UATC Program

1. Apply to Chabot College Online
2. Purchase textbook
3. Attend all live webinars.
4. Complete all online modules.
5. Submit a total of 6,000 OJT hours.

Note that you will be a registered apprentice with Division of Apprenticeship Standards and the United States Department of Labor. As an apprentice you can work unsupervised in last step but cannot supervise another apprentice.

After successful completion of all components the WBFAA UATC apprentice will be complete with certificate after a Board vote.

Assessment and Placement

WBFAA Accelerated Program for Technicians with Prior Work Experience

The PWE Accelerated program is designed for those individuals that possess the required work experience as noted on the state application for certification through the Department of Industrial Relations-Electrician Certification Unit on box 2.

You must comply with the following protocol to be considered an active apprentice with the WBFAA in this advanced program. If you do not meet the criteria below, you must either take the entire three-year program or apply later in time.

1. Fill out WBFAA assessment application.
2. Pass an assessment exam or prove equivalency with a transcript and Official letter
3. Register with the WBFAA using a DAS-1 form as an apprentice.
4. Prove at least 4,000 hours of previous on the job experience on company letterhead.

Apprentice Program Requirements to successfully complete the WBFAA UATC Program

1. Apply to Chabot College Online
2. Purchase textbook(s)
3. Attend all live webinars.
4. Complete all online modules.
5. Submit a total of 6,000 OJT hours.

Note that you will be a registered apprentice with Division of Apprenticeship Standards and the United States Department of Labor. As an apprentice you can work unsupervised in the last step but cannot supervise another apprentice. If you are placed in the 5th semester you will need to be supervised while on the job by a state certified technician. After successful completion of all components the WBFAA UATC apprentice will be complete with certificate after a Board vote.

Assessment and Placement

WBFAA PWE Program for Non-Certified Technicians

1. Fill out WBFAA assessment application.
2. Take Assessment Exam or prove equivalency
3. Register with the WBFAA using a DAS-1 form as an apprentice.
4. Prove at least 4,000 hours of previous on the job experience on company letterhead.
5. Purchase textbooks, attend all live webinars, complete all online modules, and successfully pass semester 6, submit a total of 6,000 OJT hours.

*Apprentice can work unsupervised in last step but cannot supervise another apprentice. Apprentices who meet criteria for the 5th semester will be required to be supervised on the job by a state certified technician. After successful completion of all components the apprentice will be complete with certificate after a Board vote.

***All apprentices should apply for the state certification exam as an apprentice in their last year of training (Box 4 on application), by submitting the state certification application, DAS-1 form, and payment made to the Electrician Certification Unit (ECU). It is recommended to make copies of all forms and payment, and to send the packet with some sort of tracking.**

***A practice exam for the state certification exam is available to all registered technicians Online at www.wbfaatraining.net as part of the monthly fee for the technician.**



