

WBFAA UATC New Apprentice Paperwork Procedure and Chabot Enrollment

- Please have your newly hired apprentice fill out the DAS-1, Apprentice Handbook affirmation and apply online to Chabot College.
- Scan and email the completed DAS-1 and Handbook Affirmation to info@wbfaa.net
- Please have the apprentice apply online to Chabot College using the enclosed instructions for the appropriate term, which is when the apprentice will begin their first semester of online training. If an apprentice applies for the incorrect term, they will have to reapply.
- Any questions on these actions please call 800-809-0280



State of California

Division of Apprenticeship Standards

DAS 1: Apprentice Agreement

All persons entering the WBFAA UATC Fire/Life Safety Technician Apprenticeship and Training Program as an apprentice are required to complete and return a DAS 1 (Apprentice Agreement) to the WBFAA UATC.

The form must be completed and signed by the individual apprentice and their employer.

The Apprenticeship Agreement will be reviewed and, if accepted, forwarded to the Division of Apprenticeship Standards for review and acceptance.

If accepted by the DAS, a copy of the signed Apprenticeship Agreement will be sent to the apprentice and their employer.

Completing the DAS 1:

Apprentice must complete and **sign both sides** of the form

Employer must sign and add company information

Page 1, "Agreement" section: Leave blank for WBFAA UATC to complete

Scan and email to info@wbfaa.net

Note: DAS 1 forms must be received by the State of California DAS within 30 days of the execution date. Please allow the WBFAA UATC Administrative Office no less than 3 business days prior to the 30-day limit to acknowledge and forward this document to the DAS for approval.

D. O.	FILE NUMBER
13	10837

A	B	C	D	E	Official Use
Gender	Ethnic	Dependents	Education	Yrs Employ	STATUS



State of California -- Department of Industrial Relations --DIVISION OF APPRENTICESHIP STANDARDS

APPRENTICE AGREEMENT

APPRENTICE LAST NAME		FIRST NAME	MIDDLE	SOCIAL SECURITY NUMBER	
APPRENTICE ADDRESS (NUMBER AND STREET / CITY, STATE & ZIP)			BIRTHDATE (mm/dd/yyyy)	F - VETERAN Yes: ☐ No: ☐	
			COUNTY OF RESIDENCE		
OCCUPATION Fire/Life Safety, Voice Data, Video & Electronic Security Technician				O*Net code 49-2098.00	
TERM OF APPRENTICESHIP 6000 Hours Within 3 Years		STRAIGHT TIME Hours per day: 8 Hours per week: 40			

This agreement is between the above named apprentice employed by the below named employer, and

WBFAA UATC

PROGRAM SPONSOR

AGREEMENT: The undersigned parties mutually agree that they will use their best endeavors to secure employment and training for the apprentice. The apprentice agrees to perform satisfactorily all work and learning assignments. The provisions of the Apprenticeship Standards for the above occupation adopted by the program sponsor and approved by the Chief of the Division of Apprenticeship Standards, are hereby made a part of this agreement. An official copy of the standards is on file in the headquarters of the Division of Apprenticeship Standards. This apprentice agreement will continue in effect until the training is completed or otherwise terminated in accordance with the standards.

The apprentice commences participation under these standards on the date of execution of this agreement by the Apprentice. The signatory apprentice is credited with having _____ months toward completion of the term of apprenticeship. The apprentice is expected to complete training on or about _____, 20____, upon satisfactory completion of the total remaining hours of on-the-job training and hours and/or units of related and supplemental instruction.

APPRENTICE: I, the undersigned apprentice, understand and agree that there is a valid and reasonable necessity that those academic records accumulated throughout related and supplemental instruction during my period of apprenticeship be made available to the apprenticeship committee. Further, I agree to release to the apprenticeship committee any other academic records which I feel may enhance my status as an apprentice.

I, the undersigned apprentice, hereby request that the Administrator of Apprenticeship terminate any other apprenticeship agreements in which I am currently registered.

Executed this _____ day of _____, 20____ by _____
DAY MONTH YEAR SIGNATURE OF APPRENTICE

AGREED TO BY THE EMPLOYER

SIGNATURE OF PARENT OR GUARDIAN (IF APPRENTICE IS 16 OR 17)

AGREED TO AND APPROVED BY, FOR THE COMMITTEE

SIGNATURE OF EMPLOYER OR ITS REPRESENTATIVE	TITLE
NAME OF EMPLOYER	
ADDRESS	

SIGNATURE -- SECRETARY / CHAIR / COORDINATOR DATE

ACCEPTED BY DAS

SIGNATURE -- APPRENTICESHIP CONSULTANT DATE

[for unilateral programs only]

This agreement is approved by _____

for the Administrator of Apprenticeship

TO THE APPRENTICE: California Civil Code Sec. 1798.17 requires State agencies which collect personal information to indicate the authority under which the data are requested. If personal information not specifically authorized by law is requested, individuals must be informed that supplying the information is voluntary. It also provides that state agencies may change or modify records at the request of the individual.

Questions C and E below are voluntary. All others are authorized by law, as indicated by the reference in each section. If the authorized questions are not answered, the apprentice agreement cannot be accepted.

The Division hopes, through collection of this data, to improve the apprenticeship program both for those presently enrolled and for future apprentices. Thank you.

CALIFORNIA APPRENTICE QUESTIONNAIRE
(USE INK OR BALLPOINT PEN)

A. Gender

☐ Male

☐ Female

(Cal. Code of Regulations, Title 8, Ch. 2, Sec. 215)

B. Ethnic or Race Derivation (Check only one)

1 ☐ WHITE (Not of Hispanic Origin) -- A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

2 ☐ BLACK (Not of Hispanic Origin) -- A person having origins in any of the Black racial groups of Africa.

ASIAN OR PACIFIC ISLANDER -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. The area includes, for example, China, Japan, Korea and Samoa.

A ☐ Asian Asian Indian

C ☐ Asian Chinese

D ☐ Asian Cambodian

6 ☐ Asian Filipino

E ☐ Asian Hmong

J ☐ Asian Japanese

K ☐ Asian Korean

L ☐ Asian Laotian

M ☐ Asian Malaysian

P ☐ Asian Pakistani

R ☐ Asian Sri Lankan

T ☐ Asian Taiwanese

U ☐ Asian Thai

V ☐ Asian Vietnamese

F ☐ Native Hawaiian Fijian

G ☐ Native Hawaiian Guamanian

H ☐ Native Hawaiian Hawaiian

S ☐ Native Hawaiian Samoan

W ☐ Native Hawaiian Tongan

4 ☐ AMERICAN INDIAN OR ALASKAN NATIVE -- A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

☐ HISPANIC -- A person of Mexican, Puerto Rican, Cuban, South Central American or other Spanish culture or origin, regardless of race.

(Cal. Labor Code, Ch. 4, div. 3, Sec. 151)

C. Number of Dependents (Do not count yourself)

0 ☐ None

4 ☐ Four

1 ☐ One

5 ☐ Five

2 ☐ Two

6 ☐ Six or More

3 ☐ Three

(Voluntary)

D. Highest Year of Education Completed

1 ☐ 8th Grade or less

6 ☐ 1 Year of College

2 ☐ 9th Grade

7 ☐ 2 Years of College

3 ☐ 10th Grade

8 ☐ 3 Years of College

4 ☐ 11th Grade

9 ☐ 4 or more Years of College

5 ☐ 12th Grade (or GED Certificate)

(Cal. Labor Code, Ch. 4, div. 3, Sec. 3076.3)

E. Number of Years You Have Been Employed Full Time to Date (Except for Military Service)

0 ☐ None

1 ☐ Less Than 1 Year

2 ☐ 1 But Less Than 2 Years

3 ☐ 2 But Less Than 3 Years

4 ☐ 3 But Less Than 4 Years

5 ☐ 4 But Less Than 5 Years

6 ☐ 5 Years or More

(Voluntary)

F. Have You Served on Active Duty (other than reserve status) in the U. S. Armed Forces?

☐ Yes

☐ No

If yes, Please Enter:

Month and Year Entered _____

Month and Year Separated _____

Total Months served on Active Duty _____

Apprentice's Signature _____

WBFAA UATC FIRE/LIFE SAFETY TECHNICIAN



APPRENTICESHIP HANDBOOK AFFIRMATION

I affirm that I have read the WBFAA UATC Apprenticeship Handbook and agree to abide by the policies outlined for the WBFAA UATC Fire/Life Safety Technician Apprenticeship and Training Program.

PRINT NAME	SIGNATURE	DATE
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ACADEMIC RELEASE FORM

I, _____, authorize the release of all academic records related to my participation in the WBFAA UATC Fire/Life Safety Apprenticeship Program to:

WBFAA Unilateral Apprenticeship and Training Committee
333 Washington Blvd. #433
Marina del Rey, CA 90292

PRINT NAME	SIGNATURE	DATE
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CELL/HOME PHONE	WORK/OFFICE PHONE	E-MAIL
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ALCOHOL AND CHEMICAL SUBSTANCE ABUSE STATEMENT

In order to assure that the policy outlined in the Apprenticeship Handbook is fully understood, each apprentice shall sign the following Alcohol and Chemical Substance 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.

PRINT NAME	SIGNATURE	DATE
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COMPLETE, SIGN AND MAIL TO:

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



Chabot College Online Application Instructions

Each apprentice participating in the WBFAA Apprenticeship Program is required to enroll with Chabot-Las Positas Community College District, the affiliated education agency which provides oversight for all apprentice classes offered by the WBFAA UATC.

The following is a brief guideline which is designed to assist you in this **TWO-PART** process. You will have to first create an OpenCCC account and then use that account to apply to Chabot. All sections must be completed. Most are self-explanatory except the first screen, for which we have provided appropriate responses to the three questions asked there. The whole process takes 15/20 minutes. Please do not hesitate to contact the WBFAA at 800-809-0280 if you have any questions or require assistance.

1. Click this link to get started: <https://www.opencccapply.net/gateway/apply?cccMisCode=482>
2. This will direct you to the page below where *you will have to create an OpenCCC account:*
Click “Create an Account” circled in yellow:

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Application to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your account is kept private and secure.

Create an Account or Sign In

Note: OpenCCC is a new systemwide account.
Accounts from our previous application system are not available.
Please create an account if you have not already done so.

3. After creating your OpenCCC account repeat steps 1-3. When you get to step 4, click “Sign In”

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Application to College

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The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your account is kept private and secure.

Create an Account or Sign In

Note: OpenCCC is a new systemwide account.
Accounts from our previous application system are not available.
Please create an account if you have not already done so.

Read all information and use the button at the very bottom of the page entitled:

“Begin Application for Chabot College”

The first screen you’ll see after beginning your application will ask you three questions. They are listed below along with the recommended responses.

On the 1st Screen

The term you are applying for is **the term you will begin your semester 1 classes: Fall 202x or Spring 202x**

Major Category: Apprenticeships: students must be accepted into an apprenticeship program

Intended Major or Program of Study: Fire and Life Safety Technician [Certificate] (Financial Aid Ineligible)

Educational goal: Earn a career technical certificate without a transfer

The next 8 screens, represented below, are all self-explanatory. Most of them can be filled in quickly and easily. The 4th screen may take two or three minutes because you need to use the electronic list, provided there, to look up your high school code.

The 2nd screen, enter: Name, SS#, DOB, etc.

The 3rd screen, enter: Mailing address, home address, email, etc.

The 4th screen enter: Educational background.

The 5th screen enter: Citizenship and military status.

The 6th screen enter: Residency questions.

The 7th screen enter: Language, financial, needs and interests.

The 8th screen enter: Consent to share information.

The 9th screen enter: Pace, Athletics, Nursing, Dental hygiene.

After you complete the application Chabot will send you a confirmation

email. YOU NEED TO FORWARD THAT EMAIL TO INFO@WBFAA.NET OR ADMIN@WBFAA.NET TO INFORM THE WBFAA THAT YOU HAVE COMPLETED THE PROCESS. **Note: The WBFAA UATC will enroll you in your classes. You do not need to do anything further with Chabot College.**

STEP-BY-STEP GUIDE to enroll at Chabot College



CHABOT
COLLEGE



APPRENTICESHIP PROGRAMS

As an apprentice in our program, you will earn college credit for the classes you take. In order for this to happen, you must enroll with Chabot College, our affiliated educational agency.

This is a two-part process involving the state's CCCApply system and Chabot College system. The following step-by-step guide will walk you through the quick process. You must pay attention to details and write down two separate identification (ID) numbers that will be given to you. We need to record those ID numbers for future classes.

BEFORE YOU BEGIN, you will need:

- stable internet access
- an email address you can access
- paper and pen to write down your ID numbers and login information

PART 1 – Open CCC

You must create an account with OpenCCC before applying to Chabot College. You will receive a CCC-ID number when you complete this part. **WRITE DOWN & KEEP TRACK OF THIS NUMBER.**

1. Click on this link to get started: <https://www.opencccapply.net/gateway/apply?cccMis-Code=482>.
2. Click on "Create an Account".
3. Click on "Begin Creating My Account".
4. Complete the form with your personal information, including your Social Security Number or ITIN. If you do not have an ITIN or SSN check the box at the bottom of the page labeled "Check this box if you do not have a Social Security Number or Taxpayer Identification."
5. On page 2, include contact information with a valid email, phone number and California address.
6. Create a user name, password and security PIN. **WRITE THIS DOWN** somewhere.
7. Click "Create My Account".
8. If the account is created, you will get a CCC-ID number – **WRITE THIS DOWN**. It should include 3 letters and 4 numbers.
9. Click "Continue".

PART 2 – Chabot College

1. Your next screen should say "College Application" with the Chabot College logo in the upper right and directly above "Welcome".
 - a. For "Term Applying For": Select the term (time of year) when you will begin classes.
 - b. For "Educational Goal": Select "Earn a career technical certificate without transfer".
 - c. For "Intended Major or Program of Study": Select "Other Not Listed" unless told differently by your program.
 - d. Click "Continue".
2. If your mailing address is different than what you put in your OpenCCC account, include it here. If it is the same, check the box that says that. (Note: your mailing address should NOT be outside the U.S.).
3. Continue through the forms answering for yourself. College programs will likely not apply to you. If there is an error, the system will tell you.
4. Click your "Consent to Release Information" answer and declarations of your answers being true. Then click "Submit my Application".
5. You will receive an Application Confirmation number – **WRITE THIS DOWN**. It will be useful if there are any issues in the future.

Within 2 business days, you should receive an email to the email address you provided that includes your unique Chabot College ID number (also known as a W#). Remember to check your email junk folder if you do not receive it. If you do not receive this email within 2 days, please check with your apprenticeship program staff.

Once you receive that email with your W#, either forward it to your program staff with your CCC-ID number or give it to them in the form they have requested. They need both of these to prepare for your class registration.

GUÍA PASO A PASO para inscribirse en Chabot College



PROGRAMAS DE FORMACIÓN

Como estudiante en nuestro programa, obtendrá créditos universitarios por las clases que tome. Para que esto suceda, debe inscribirse en Chabot College, nuestra agencia educativa afiliada.

Se trata de un proceso de dos partes que involucra el sistema CCC Apply y el sistema de Chabot College. La siguiente guía lo orientará en el proceso. Ponga atención a los detalles y anotar los dos números de identificación (ID) diferentes que se le proporcionarán. Necesitamos registrar esos números de identificación para clases futuras.

ANTES DE COMENZAR, necesitará lo siguiente:

- Acceso estable al internet
- Un correo electrónico a la que pueda acceder
- Papel y bolígrafo para anotar los números de identificación y la información de acceso

PARTE 1: OpenCCC

Debe crear una cuenta en OpenCCC antes de presentar su solicitud a Chabot College. Recibirá un número de identificación CCC-ID cuando complete esta parte. **ANOTE Y GUARDE ESE NÚMERO.**

1. Haga clic en este enlace para comenzar:
<https://www.opencccapply.net/gateway/apply?cccMisCode=482>
2. Haga clic en el botón en la esquina superior derecha para cambiar la aplicación a español.
3. Haga clic en "Create an Account" (Crear Una Cuenta).
4. Haga clic en "Begin Creating My Account" (Comenzar A Crear Mi Cuenta).
5. Complete el formulario con sus datos personales, incluyendo su número de Seguro Social o su número de identificación de contribuyente individual (ITIN). Si no tiene número de Seguro Social o identificación de contribuyente individual (ITIN) o si no desea proporcionarlo en este momento, seleccione la casilla "Check this box if you do not have a Social Security Number or Taxpayer Identification Number, or decline to provide one at this time."
6. En la página 2, complete la información de contacto e incluya su correo electrónico, un número de teléfono y una domicilio en California.
7. Cree un nombre de usuario, una contraseña y un PIN de seguridad. **ANOTE ESTOS DATOS.**
8. Haga clic en "Create My Account" (Crear mi cuenta).
9. Si se crea la cuenta, obtendrá un número de identificación CCC-ID. **ANOTE ESE NÚMERO.** Debería incluir tres letras y cuatro números.
10. Haga clic en "Continue" (Continuar).

PARTE 2: Chabot College

1. Su siguiente pantalla debe decir "College Application" (Solicitud universitaria) con el logotipo de Chabot College en la parte superior derecha y directamente encima de "Welcome" (Bienvenido).
 - a. En "Term Applying For" (Período que se solicita): seleccione el período (el momento del año) en el que comenzará las clases.
 - b. En "Educational Goal" (Objetivo educativo): seleccione "Earn a career technical certificate without transfer" (Obtener un certificado de carrera técnica sin transferencia).
 - c. En "Intended Major or Program of Study" (Especialidad o programa de estudio previsto): seleccione "Other Not Listed" (Otro no enumerado) a menos que su programa le indique lo contrario.
 - d. Haga clic en "Continue" (Continuar).
2. Si su domicilio es diferente a la que ingresó en su cuenta de OpenCCC, inclúyala aquí. Si es la misma, marque la casilla correspondiente. (Nota: su domicilio NO debe estar fuera de los Estados Unidos).
3. Continúe completando los formularios con su información. Es posible que los programas universitarios no se apliquen a su caso. Si hay un error, el sistema se lo informará.
4. Haga clic en su respuesta a "Consent to Release Information" (Consentimiento para divulgar información) y en las declaraciones de que sus respuestas son verdaderas. Luego, haga clic en "Submit my Application" (Enviar solicitud).
5. Recibirá un número de confirmación de la solicitud. **ANOTE ESE NÚMERO.** Le será útil si hay algún problema en el futuro.

En un plazo de dos días, recibirá un correo electrónico a la dirección que proporcionó con su número de identificación único de Chabot College (también conocido como número W). Recuerde revisar su correo electrónico si no lo recibe. Si no recibe este correo electrónico en un plazo de dos días, consulte con el personal de su programa de formación.

Una vez que reciba ese correo electrónico con su número W, reenvíelo al personal de su programa junto con el número CCC-ID o inclúyalo en el formulario que le solicitaron. Se necesitan los dos números para preparar su inscripción a las clases.