



Wildland
Firefighter
Apprenticeship Program



July 18, 2014

To: Regional Coordinators and Unit Managers

Subject: Registering New Apprentices

Coordinators and Managers should be familiar with the National Apprenticeship Standards and Operating Plan. Prior to Apprentice arrival at the Academy the following documents must be forwarded to your Agency National Coordinator. Additionally, please reference page 25 of the 2010 National Apprenticeship Standards for prerequisite information:

1. Calculating Work Processes for Previous Credit Form (Registered Apprentices Only):

This worksheet is used to calculate credit hours for Part B, blocks 6 & 7 of the Department of Labor Agreement form, which becomes part of the Apprentice master file held by the National Coordinator. Additional documentation of experience may be required in order to receive appropriate credit in the identified categories.

2. Department of Labor Agreement:

This form is to be completed at the time of hire after reviewing the Apprenticeship Standards with the employee. Refer to the *Instructions for Completing the DOL Agreement* section of this letter for step by step guide to ensure accuracy. Sign and forward to the National Coordinator within **30 days of start date**. DOL agreements must be turned in with **original signatures**. We suggest you use blue ink to avoid confusion. Copies or electronic versions are not accepted.

3. Student Registration Information Sheet:

This single page document will contain pertinent information in order to register Apprentices with Department of Labor (This has replaced the *Basic Student Information sheet* which is now due when you confirm your allocations in December).

4. Training Plan:

This must be completed for all registered Apprentices. Students attending the formal academies who are not registered Apprentices do not need to complete this form.

5. Student Letter:

This must be completed for all registered Apprentices and brought with them to check in. Click on this link http://wfap.net/forms/WFAP_Student_Letter.doc

6. VA Education Benefits (if applicable):

If your Apprentice is looking to apply for GI Bill benefits, please contact your Regional Coordinator for further information.

Regional Coordinator and Apprentice Supervisors must inform employees of required uniform and field gear components, and ensure they have acquired them prior to arrival at the Academy. Additionally, all Apprentices must be prepared to fully participate in all field and physical fitness activities while at the Academy.

- ✓ **Mail items 1-4, along with proof of current WCT certification at the arduous level and copy of drivers' license to:**

WFAP Admin
3237 Peacekeeper Way
McClellan, CA 95652

*****INCOMPLETE PACKETS WILL BE RETURNED*****

CALCULATING WORK PROCESSES FOR PREVIOUS CREDIT

(FOR COMPLETING THE DEPT. OF LABOR AGREEMENT)

Wildland Firefighter Apprenticeship Program

Apprentice Name: _____

Unit: _____ Date: _____ Academy: _____

Work Process Subject Categories	Hours Creditable for Previous Experience (1,500 Maximum)	Total Program Hours Required (3,000 Hours)	Hours Previous Experience Credit (Block 14)**	Program Hours Remaining Term (Block 15)**
1. Wildland Fire Safety Identify and mitigate safety hazards in the work environment, review/write Job Hazard Analysis, conduct safety briefings during prescribed fire and Wildland fire activities.	20	40		
2. Wildland Fire Preparedness, Suppression, and Fuels Management Creditable and total required experience can be gained during initial attack, extended attack, large incidents, fire rehabilitation projects or restoration assignments as part of a handcrew, engine, aviation, and dozer module. Preparedness: Physical fitness conditioning, conduct fire ground proficiency drills, obtain weather forecasts and fire intelligence, maintain the following fire equipment: tools, vehicles, pumps; facility maintenance, etc. Fire Suppression: The fire suppression category requires 240 hours minimum in each of the 2 of the 4 modules (Engines, Handcrews, Aviation, or Dozers), 1 of which must be either Engines or Handcrews. Experience can be gained during initial attack, extended attack, large incidents, fire rehabilitation projects or restoration assignments. Fuels Management: The Fuels Management work portion requires 240 hours minimum serving in various functions during the planning, preparation, implementation, and monitoring phases of prescribe fire and mechanical/chemical vegetation treatments.	1,400	2,800		
	Handcrew	(240 min.)		
	Engine	(240 min.)		
	Aviation	(240 min.)		
	Dozer	(240 min.)		
Fuels Management Preparedness	(No Minimum)			
3. Fire Business Practices (Examples: timekeeping, record keeping, fire reports, medical forms, incident check-in, and demobilization, etc.)	10	20		
4. Review Local Plans (Examples: fire management, prevention, pre-attack, cooperators, land use, etc.)	10	20		
5. Wildland Fire Prevention/Education, and Dispatch Functions (Examples: initial attack, expanded, aircraft, intelligence, recorder, etc.) Prevention/Education: Examples of activities that qualify for this category include: Fire investigation, school presentation, issuing permits, and public contacts. Dispatch Function: Activities include initial attack, expanded dispatch, aircraft dispatching, and intelligence (i.e. Predictive Services).	60	120		
	Prevention/Education	(40 Min.)		
	Dispatch	(40 Min.)		
TOTAL PROGRAM HOURS	1,500	3,000		
**Use this form to calculate credit/term hours to be used on the Department of Labor Agreement (DOL) blocks 14 & 15 and for determination for on-the-job training needs. Forward this form to the National Coordinator along with original DOL Agreement.			Apprentice Signature	Unit Manager Signature



APPRENTICE REGISTRATION-SECTION II

OMB No. 1205-0223 Expires: 04/30/2015

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

<p>1. Name (Last, First, Middle) and Address *Social Security Number (No., Street, City, State, Zip Code, Telephone Number)</p>	<p>Answer Both A and B (Voluntary) (Definitions on reverse)</p> <p>4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino</p> <p>b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White</p>	<p>5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran</p> <p>6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training</p>
<p>2. Date of Birth (Mo., Day, Yr.)</p>	<p>3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female</p>	
<p>7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee</p> <p>7b. Career Linkage or Direct Entry (Mark one) (Instructions on reverse) <input checked="" type="checkbox"/> None <input type="checkbox"/> One-Stop Referral <input type="checkbox"/> Trade Adjustment Assistance <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> School-to-Registered Apprenticeship <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Direct Entry: _____</p>		
<p>8. Signature of Apprentice _____ Date _____</p>	<p>9. Signature of Parent/Guardian (if minor) _____ Date _____</p>	

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. -10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

<p>1. Sponsor Program No. ZA00302001 Sponsor Name and Address (No. Street, City, County, State, Zip Code) National Interagency Wildland Firefighter Apprenticeship Program 3237 Peacekeeper Way, Building 200 McClellan, CA 95652</p>	<p>2a Occupation (The work processes listed in the standards are part of this agreement). Wildland Firefighter Specialist</p>	<p>2b Occupation Code:0544 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>3. Occupation Training Approach (Mark one) 3a. <input checked="" type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid</p>	<p>4. Term (Hrs., Mos., Yrs.) 3,000</p>
	<p>6. Credit for Previous Experience (Hrs., Mos., Yrs.)</p>	<p>5. Probationary Period (Hrs., Mos., Yrs.) 12 Months</p>
	<p>7. Term Remaining (Hrs., Mos., Yrs.)</p>	<p>8. Date Apprenticeship Begins</p>

<p>9a. Related Instruction (Number of Hours Per Year) 562</p>	<p>9b. Apprentice Wages for Related Instruction <input checked="" type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid</p>	<p>9c. Related Training Instruction Source IN HOUSE</p>
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10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage \$ _____ 10b. Apprentice's Entry Hourly Wage \$ _____ 10c. Journeyworker's Hourly Wage \$ _____

<p>Check Box 10d. Term <input type="checkbox"/> Hrs., <input checked="" type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.</p>	Period 1	2	3	4	5	6	7	8	9	10
	3/1	4/1	4/2	5/1						
<p>10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input checked="" type="checkbox"/></p>	11.95	13.41	13.86	15.00						

<p>11. Signature of Sponsor's Representative(s) _____ Date Signed _____</p> <p>12. Signature of Sponsor's Representative(s) _____ Date Signed _____</p>	<p>13. Name and Address of Sponsor Designee to Receive Complaints (If applicable)</p>
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PART C: TO BE COMPLETED BY REGISTRATION AGENCY

<p>1. Registration Agency and Address</p>	<p>2. Signature (Registration Agency)</p>	<p>3. Date Registered</p>
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4. Apprentice Identification Number (Definition on reverse): _____

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions - Race:

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7b. Instructions:

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry applies.

Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

One-Stop Referral. Includes Workforce Investment Act (WIA) and Employment Services (ES) participants referred to the Registered Apprenticeship program and/or apprentices that receive WIA funded services that support their participation in their Registered Apprenticeship program.

Trade Adjustment Assistance. Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

Job Corps. Youth ages 16-24 years usually receiving services in a residential setting.

YouthBuild. Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

HUD/STEP-UP. Developed in conjunction with HUD. The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

Direct Entry. A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, insert the name of the program.

Part B

Item 2.b.1. Interim Credentials. Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

Item 3. Occupation Training Approach. The program sponsor decides which of the three training methods to use in the program as follows:

- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
- 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
- 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

Item 4. Term (Hrs., Mos., Yrs.). Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

Item 5. Probationary Period (Hrs. Mos., Yrs.) Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

Item 7. Term Remaining (Hrs., Mos., Yrs.). After Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated above in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

Item 10. Wage Instructions:

10a. Pre-Apprentice hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.

10c. Journeyworker's wage: sponsor enters wage per hour.

10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3., and is available in the terms of the Apprenticeship Standards.

10e. Percent or dollar amount: sponsor marks one.

Note: 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e. of this agreement.

10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
hrs., mos., yrs.	1000 hrs.					
%	55	60	65	70	80	90

Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
hrs., mos., yrs.	6 mos.							
%	50	55	60	65	70	75	80	90

Item 13. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

Part C.

Item 4. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship,. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023.)

Instructions for Completing DOL Agreement

Unit Managers/Regional Coordinators and Fire Staff should complete this agreement at time of hire. Each Apprentice should receive a copy of the National Apprenticeship Standards dated 9/24/2010 prior to signing the Department of Labor Agreement.

PART A:

- Block 1:** Write legibly; Name (Last, First, Middle), leave SSN blank, street/mailling address, city, state and zip.
- Block 2:** Date of birth (Month, Day, Year).
- Block 3:** Indicate sex.
- Block 4:** A) Ethnic Group-mark one. B) Race-mark one. See page 2 of DOL agreement for definitions.
- Block 5:** Indicate Veteran status.
- Block 6:** Mark highest level of education completed.
- Block 8:** Have Apprentice sign and date.

Use the Calculating Work Processes for Previous Credit form to determine blocks 6 & 7 below

PART B:

- Block 6:** Indicate the hours credited for previous experience.
- Block 7:** Hours to be completed.
- Block 8:** Start date of apprenticeship. ***This is the day the Apprentice accepts the position, not the first day of Basic Academy or brought back into pay-status. The Probationary period begins on this day***

The agreement, with original signatures, must be submitted by the Regional Coordinator to the National Coordinator within 30 days of signing. Submit the Calculating Work Processes for Previous Credit worksheet if seeking credit for time worked.

DO NOT FAX

Complete form and Return to National Apprenticeship Coordinator

Wildland Firefighter Apprenticeship Program Student Registration Information Sheet

NAME:

HOME UNIT: (3 letter Identifier: Region/State – Forest/District/Park) _____ -

SERIES: ___ 0499 ___ 0462 ___ Other ___

GRADE: ___ 03 ___ 04 ___ 05 ___ Other (Specify) _____

IQCS Employee ID: _____

EmpowHR ID: _____ ([How to find your EmpowHR ID](#))

SEX: Male: ___ Female: ___

This form **must** be included with the Department of Labor Agreement in order to register you into the program.

WILDLAND FIREFIGHTER APPRENTICESHIP PROGRAM
Training Development Plan and Conditions of Employment
(2010 Apprenticeship Standards Effective September 24, 2010)

BETWEEN

Forest Service, BLM, NPS, or FWS

AND

(Name of Apprentice)

This document is the basis for developing mutual understanding and respective responsibilities between the Agency and the Employee/Apprentice. This is a working document to aid the employee and supervisor in the planning of training and work experience opportunities to ensure completion of all aspects of the Apprenticeship Program within a four year period. The parent document will be the National Standards document in effect at time of registration.

A. Qualifications for Apprentices

- 1) Be at least 18 years of age. Applicants shall be required to provide proof of age.
- 2) A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.
- 3) Applicants must submit a DD-214, "Certificate of Release or Discharge from Active Duty", to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- 4) Ability to read, write, speak, and understand the English language.
- 5) Applicants will be physically capable of performing the essential functions of the Apprenticeship Program, with or without reasonable accommodation, and without posing a direct threat to the safety and health of the individuals and others.
- 6) On acceptance into the program and prior to being employed; applicant must meet the minimum medical and physical fitness standards established by the Employing Agency.
- 7) Applicants shall be required to provide proof of having a valid State Driver's License, and must maintain a valid Driver's License as may be required by the duties of their position.
- 8) Meet Office of Personnel Management (OPM) qualification requirements for the position at or above the GS-03 level (6 months of general experience).

B. Description of Work

- 1) You will perform a variety of technical assignments associated with wildland fire and fuels management and be exposed to various techniques and applications in multiple work locations. Work schedule will vary according to the course schedule, local conditions, and work opportunities.
- 2) You will be required to successfully complete two month-long residential academies, a prescribed program of Required Supplemental Technical Training and 3,000 hours of on-the-job training.
- 3) You will be noncompetitively promoted to a GS-5 Senior Firefighter position upon successful completion of all program requirements and meeting OPM qualification standards.

C. Related Instruction Requirements

Below the formal training/course requirements are identified. The Basic and Advanced Academy training is delivered at two month-long residential academies.

Prerequisite Courses for Basic Academy	Date Planned	Date Completed	Supervisor Initials
Agency Specific New Employee Orientation			
I-100, Orientation to Incident Command System			
S-130, Basic Firefighter			
S-190, Introduction to Fire Behavior			
500 hours of Work Category 2			
Formal Academy Training	Date Planned	Date Completed	Supervisor Initials
<p><u>Basic Academy (160 hours)</u></p> <ul style="list-style-type: none"> ➤ Academy Orientation ➤ Basic Fire Prevention ➤ I-200, ICS for Single Resource and Initial Action Incidents ➤ L-280, Followership to Leadership ➤ Nutrition, Wellness, and Physical Fitness ➤ S-131, Firefighter Type 1 ➤ S-270, Basic Air Operations ➤ Wildland Fire Skills which includes: <ul style="list-style-type: none"> ▪ Map Reading and Compass Use ▪ Communications & Radio Use ▪ Hand Tool Use, Safety & Maintenance ▪ Weather Observations ▪ Fire Shelters and Entrapment Avoidance ▪ Tactical Decision Making and Sand Table Exercises ▪ After Action Review Brief 			

<u>Advanced Academy (158 hours)</u> <ul style="list-style-type: none"> ➤ Academy Orientation ➤ Career and Personal Development ➤ Staff Ride ➤ Fuels Management and Wildland Fire Use ➤ L-380, Fireline Leadership ➤ Physical Fitness ➤ S-234, Ignition Operations ➤ S-290, Intermediate Fire Behavior 			
Additional Required Training	Date Planned	Date Completed	Supervisor Initials
Required Related Training			
S-211, Portable Pumps and Water Use			
S-212, Wildfire Power Saws			
S-260, Interagency Incident Business Management			
Choose One of the following: <ul style="list-style-type: none"> • S-271, Helicopter Crewmember • S-273, SEAT Manager • Completion of Smokejumper Rookie Training 			
Required Electives – 120 Hours Minimum			
<i>**Select electives list found in Attachment B, Table 6 of 2010 National Standards.</i>			
Identify courses below.			

**Credit may be given for the Additional Required Training if such training was completed within the three previous calendar years from effective date into the program. Effective date is identified on the Department of Labor Agreement. Credit may be granted for courses completed more than three years prior to entering the program if currency can be documented.

Employee must submit documentation of previously completed training to their Unit Manager for forwarding to the Program Agency National Coordinator.

D. Academy Academic Standards

Basic and Advanced Academies:

- Employees/apprentices will be required to pass all course material at the Basic and Advanced Academies at the required academic level as identified for each course.
- If an employee/apprentice fails an exam, they will be allowed only one retake. A second exam failure or retake failure during each academy will result in removal from the Academy and program.
- The required academic score must be achieved on the retake to pass the class.
- Regardless of how high the score is on the retake, the minimum required passing score will be recorded. A retake score of less than the required level will be a course failure.

Academy Testing:

- All tests will be closed book written tests, except manipulative skills tests.
- If an employee/apprentice fails to meet academic standards during the Basic or Advanced Academy, the following will be the procedure:
 - The employee/apprentice will be sent home and removed from the Apprenticeship Program.
 - The employing Office (sending unit) will be notified immediately of the removal.
 - The supervisor will initiate termination of the employee/apprentice.
 - The National Coordinator will notify the Department of Labor and remove the employee/apprentice from the program.

E. Work Process Requirements (On-The-Job Training/Experience)

Previous Wildland Fire Experience:

Use the Table 1, "Calculating Previous Work Credit" on the following page to calculate credit/term hours to be used on the Department of Labor Agreement in Part B, blocks 6 & 7.

Use the following guidelines for calculating previous credit and completing the table:

- Utilize the employee's application and other supporting documentation for calculating credit.
- Creditable experience must fall into one of the five work process categories;
- Each month of applicable experience is equivalent to a maximum of 172 hours;
- Credit hours may be allowed for applicable experience at a ratio of 1 to 1 hour;
- The maximum amount of credit hours that can be received is 50% of each category for a maximum of 1,500 hours;
- Work Process Category 2 (Preparedness, Fire Suppression, and Fuels Management) requires a minimum of 240 hours each in 2 of the 4 handcrew, engine, aviation, and dozer modules during fire suppression activities.

Recommended "Task Lists" have been developed to assist in the completion of Work Process Categories 2 and 5. These lists can be found on the web site at www.wfap.net.

Table 1. Calculating Previous Work Credit

Work Process Hour Categories	Total Hours Required (3,000 Hours)	Credit for Previous Work Experience	Program Hours to Complete						
<p>1. Wildland Fire Safety Example: Identify and mitigate safety hazards in the work environment, review/write Job Hazard Analysis, conduct safety briefings during prescribed fire and Wildland fire activities.</p>	40								
<p>2. Wildland Fire Preparedness, Suppression, and Fuels Management Examples of activities under the following sub-categories include:</p> <p>Preparedness: Physical fitness conditioning, conducting fire ground proficiency drills, obtain weather forecasts and fire intelligence, maintain the following fire equipment: tools, vehicles, pumps, facility maintenance, etc. Fire Suppression: The fire suppression category requires 240 hours minimum in each of the 2 of the 4 modules (Engines, Handcrews, Aviation*, or Dozers), 1 of which must be either Engines or Handcrew. Experience can be gained during initial attack, extended attack, large incidents, fire rehabilitation projects or restoration assignments. Fuels Management: The Fuels Management work portion requires 240 hours minimum serving in various functions during the planning, preparation, implementation, and monitoring phases of prescribe fire and mechanical/chemical vegetation treatments.</p> <p>*Aviation activities include: Helicopters, Smokejumpers, or Air Tanker Base Operations.</p> <table border="1" data-bbox="643 1010 914 1241"> <tr><td>Handcrew</td></tr> <tr><td>Engine</td></tr> <tr><td>Aviation</td></tr> <tr><td>Dozer</td></tr> <tr><td>Fuels Management</td></tr> <tr><td>Preparedness</td></tr> </table>	Handcrew	Engine	Aviation	Dozer	Fuels Management	Preparedness	2,800	N/A	
Handcrew									
Engine									
Aviation									
Dozer									
Fuels Management									
Preparedness									
<p>3. Fire Business Practices Examples of activities that qualify for this category include: Timekeeping, record keeping, fire reports, medical forms, incident check-in and demobilization.</p>	20								
<p>4. Review Local Plans Examples of activities that qualify for this category include: Fire Management Plans(FMPs), Prevention Plans, Pre-attack Plan, Crash/Rescue Plans, Cooperator Plans, and Land Use Plans.</p>	20								
<p>5. Wildland Fire Prevention/Education and Dispatch Examples of activities under the following sub-categories include:</p> <p>Prevention/Education: Examples of activities that qualify for this category include: Fire investigation, school presentations, issuing permits, and public contacts. Need 40 hours minimum. Dispatch Function: Activities include: Initial attack, expanded dispatch, aircraft, and intelligence. Need 40 hours minimum.</p> <table border="1" data-bbox="643 1808 914 1881"> <tr><td>Prevention/Education</td></tr> <tr><td>Dispatch</td></tr> </table>	Prevention/Education	Dispatch	120	N/A					
Prevention/Education									
Dispatch									
TOTAL PROGRAM HOURS	3,000								

F. Employee/Apprentice Requirements for Continuing in the Program

Supervisor and employee must review and employee must initial each box.

I Understand and Agree:	Employee/ Trainee Initials
I must be working toward the completion of required work process and supplemental and related training unless a "break in program" is agreed upon by the Unit Manager, Apprenticeship Coordinator and Line Officer.	
My work experience during the term of apprenticeship must be related to the completion of apprenticeship requirements and career goals.	
I must maintain the academic standards throughout the program.	
I must maintain the minimum physical fitness standards for the occupation of Wildland Firefighter at the arduous level.	
I must maintain a valid Driver's License throughout the program.	
If I fail to meet the academic standards or complete the program, terminations procedures will be initiated. My employment may also be terminated for conduct or performance reasons.	
I will be expected to accomplish a variety of work experience and training (engines, hotshots, helitack, or dozer) which may require my being temporarily placed at different duty locations within the region.	
I understand I am expected to complete all program requirements within four years of my effective date. However, there may be special circumstances when an extension may be granted (injury, illness, military activation) by the Program Manager.	
I understand my noncompetitive promotion to a GS-5 Senior Firefighter position is contingent upon: <ul style="list-style-type: none"> • Successfully completing and satisfactory performance in all program requirements; • Meeting the Office of Personnel Management qualifications standards. 	
My placement at time of program completion and promotion may be at <u>any</u> duty location within the region.	
I will be entitled to travel and transfer of station based on Agency regulations.	

G. Work Assignment Schedule

Schedule of Work Assignments	Dates
Program effective date (Part B. Block 8 on DOL Agreement)	
Anticipated seasonal work annually from	X through X
Proposed formal academy attendance	Basic Academy: Advanced Academy:
Anticipated work experience assignments	2014: 2015: 2016: 2017:
Proposed completion date	

H. Requirements for Program Completion

Requirements	Date Completed
Completion of 3,000 hours of work processes (on-the-job training).	
Completion of all Academy Curriculum & fulfillment of academic standards.	
Completion of all Additional Required Training.	
Request for completion certificate from unit on which the career-related work was performed.	
Certified as a fully qualified FFT1 and fully meet the qualification standards for the position to which the employee is to be promoted.	
Certification by the Apprenticeship Program Manager and Department of Labor that all program components have been completed and documented.	

This document will be terminated upon Program completion, accepting other career conditional federal employment or leaving federal service.

	Signature	Date
Employee/Apprentice		
First Line Supervisor		
Unit Manager (for Apprentices)		