

REVISED NATIONAL STANDARDS OF APPRENTICESHIP

developed jointly by

United States Department of Agriculture, Forest Service; United States Department of the Interior, Bureau of Land Management; United States Department of the Interior, National Park Service; United States Department of the Interior, United States Fish & Wildlife Service

and the

National Federation of Federal Employees

for the occupation of

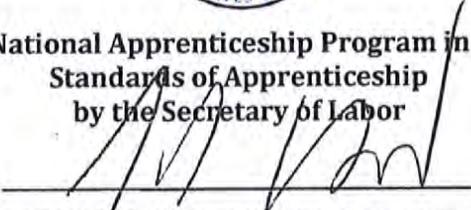
Wildland Fire Fighter Specialist

O*NET-SOC CODE: 33-2011.02 RAPIDS CODE: 0544HY

**APPROVED BY
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**



Registered as part of the National Apprenticeship Program in accordance with the basic Standards of Apprenticeship by the Secretary of Labor



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National Registration Number: FEB 12 2016

Date Registered: ZAC03020001

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FOREWORD

The United States Department of Agriculture, Forest Service; the United States Department of the Interior, Bureau of Land Management; the United States Department of the Interior, Fish and Wildlife Service and the United States Department of the Interior, National Park Service (Agencies) recognize the need for continuous training to maintain the high levels of skill and competence demanded in public service. The Agencies are committed to standardization and consistency in the delivery of developmental work experiences and classroom instruction in their Fire and Aviation Management programs.

Experience has demonstrated that a sound method of preparing for skilled craftsmanship is through a planned apprenticeship program. This can be done by providing employment and training under actual job conditions and at wages commensurate with the apprentice's skill. Utilizing this approach, the apprentice's knowledge and understanding of the trade is broadened through participation in on-the-job learning and related instruction.

The purpose of these National Standards of Apprenticeship is to provide policy and guidance for implementing the Wildland Firefighter Apprenticeship Program (WFAP). The implementation of WFAP is further articulated in the WFAP Operations Plan. These National Standards of Apprenticeship were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the Apprenticeship Sponsors may work to establish a Wildland Firefighter Apprenticeship Program. The Standards are registered by the U. S. Department of Labor, Office of Apprenticeship as substantially conforming to the requirements of Title 29, CFR parts 29 and 30 and Title 5.

The Agencies and the National Federation of Federal Employees - Forest Service Council (NFFE-FSC), Bureau of Land Management (NFFE-BLM), Fish & Wildlife Service, and National Park Service (NFFE-NPS), hereafter known as the Sponsors. The sponsors share interest in assuring this interagency apprenticeship program is administered in accordance with the Collective Bargaining Agreements (CBA) and governing laws and regulations. The Agencies recognize that they are responsible for the WFAP. These Standards do not supersede any of the Office of Personnel Management's rules and regulations governing Federal employment.

SECTION I – PROGRAM ADMINISTRATION

The National Interagency Joint Apprenticeship Committee (NIJAC) is responsible for the development of these National Standards of Apprenticeship and having them registered by the U.S. Department of Labor, Office of Apprenticeship.

Membership

- A. Each Sponsor shall designate representatives with authority for Program oversight to the NIJAC.
- B. Membership will be composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide Collective Bargaining Agent(s)(CBA).

Administrative Procedures

- A. The NIJAC will elect a Chairperson and a Secretary, and will determine the time and place of regular meetings which will take place semi-annually.
- B. Refer to the NIJAC Charter for membership procedures.

Obligations

- A. Review and amend these Standards and seek approval as necessary.
- B. Review and approve proposed curriculum annually.
- C. Establish and periodically revise the Operations Plan.
- D. Ensure that the on-the-job learning and related instruction meet the needs of the sponsors and the apprentices.
- E. Ensure that apprenticeship records are stored in one centralized location for each Agency, showing their education, experience, and progress in learning the occupation.
- F. Notify the Registration Agency within 45 days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- G. Communicate with the Agency Joint Apprenticeship Committees on specific needs of each of the Sponsoring Agencies.
- H. Provide direction and program clarification to the Program Manager.
- I. Monitor the administration of the WFAP and provide oversight.
- J. Receive, hear, deliberate, and issue initial rulings on disputes arising from interpretation or application of these National Standards of Apprenticeship (see Section XX).

- K. Ensure program addresses the need for accident prevention and provides instruction with respect to safety in the workplace.

Agency Joint Apprenticeship Committee (AJAC)

The AJAC is responsible to identify and resolve Agency specific issues as related to the implementation of the Apprenticeship Program.

Membership

- A. Each Sponsor shall designate representatives to their respective AJAC.
- B. Membership will be composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

Obligations

- A. Serves as a liaison between NIJAC and their agency to disseminate information/direction from the NIJAC through agency channels.
- B. Forwards interagency issues and recommendations for solution to the NIJAC.

Authorities

The AJAC members are authorized by their respective agencies and union to assist and advise NIJAC regarding agency specific issues. When appropriate, this group is authorized to make decisions on agency specific issues, as well as facilitate suitable resolutions.

SECTION II - EQUAL OPPORTUNITY PLEDGE – 29 CFR §§ 29.5(b)(21) and 30.3(b)

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under 29 CFR § 30.

SECTION III - SELECTION PROCEDURES – 29 CFR §§ 29.5(b)(21), 30.4, and 30.5

Selection into the apprenticeship program will be in accordance with the applicable Collective Bargaining Agreement, the Office of Personnel Management (OPM) and the Employing Agency qualifications and selection requirements for this occupation.

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP – 29 CFR § 29.5(b) (10)

Applicants will meet the following minimum qualifications:

A. Age

Be at least 18 years of age. Applicants shall be required to provide proof of age.

B. Education

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.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Language

Ability to read, write, speak, and understand the English language.

D. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Upon acceptance into the program and prior to being employed; applicant must meet the minimum medical and physical fitness standards established by the Employing Agency.

E. Driving

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.

F. Office of Personnel Management (OPM) Qualifications.

Meet OPM qualification requirements for the position at or above the GS-03 level (6 months of general experience).

SECTION V - APPRENTICESHIP AGREEMENT – 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written Apprenticeship Agreement (Appendix B) signed by the employer and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be made available to the apprentice, the Program Manager, the Registration Agency, the employer, and the Union. An additional copy will

be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the Apprenticeship Agreement and the sections of the CBA that pertain to apprenticeship and the Operations Plan.

In order to complete the Apprenticeship Program requirements, it may be necessary to temporarily work at other temporary duty station(s). All appropriate agency human resource policy will be followed when assigned to other temporary duty station(s).

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the Agency National Coordinator's will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

In the event the standards change during an apprentice's term, the Apprentice would be given the opportunity to accept and work under the new Standards.

The Registration Agency will be advised within 45 days of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

SECTION VI – SUPERVISION OF APPRENTICES AND RATIOS – 29 CFR § 29.5(b)(14) and 29 CFR § 29.5(b)(7)

No apprentice shall work without proper or adequate supervision of the journeyworker.

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the journeyworker, but that the journeyworker knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

The sponsoring agencies agree that only such number of apprentices will be employed as can be given proper and thorough training and supervision, as well as a reasonable opportunity for employment in the occupation after completion. Nationally, there will not be more than 1 apprentice to 1 journeyworker.

SECTION VII - TERM OF APPRENTICESHIP – 29 CFR § 29.5(b)(2)

The type of the apprenticeship will be hybrid with an OJL attainment of 3,000 hours, completion of the Work Process Competencies Checklist, and supplemented by the required hours of related instruction as stated in the Work Process Schedule and Related Instruction Outline (Appendix A).

The term will not exceed 4 years from the registration date, unless granted an extension. Full credit will be given for the probationary period.

**SECTION VIII - PROBATIONARY PERIOD – 29 CFR §§ 29.5(b)(8) and 29.5(b)(20)
5 CFR §§ 5 CFR 315, subpart H, 315.801 – 315.802; 5 CFR § 5 CFR 316, subpart C,
316.304**

As an employee of the federal government, an apprentice registered in this program is still subject to the employment probationary period, or trial period, normally one-year from date of hire, of the hiring authority used by the employing federal agency in accordance with government wide regulations established by the U.S. Office of Personnel Management (OPM) as defined in 5 CFR 315.801. During the employment probationary or trial period, the employee does not have full adverse action appeal rights before OPM’s Merit Systems Protection Board in the event their employment is terminated by the employing agency.

SECTION IX - HOURS OF WORK

As employees of the Federal Government, the overriding provisions covering hours of work for apprentices are established by Federal law and regulation. Certain conditions which affect hours of work are further defined by Agency policies and procedures. The sponsors agree that the hours of work for apprentices will be consistent with those of other employees of the Employing Agency doing comparable work and consistent with provisions of the applicable Collective Bargaining Agreement, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

SECTION X - APPRENTICE WAGE PROGRESSION – 29 CFR § 29.5(b)(5) ; 5 CFR §§ 5 CFR part 531, subpart D, 5 CFR part 531.203 – 531.206; 531.214; and 531.243

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship. As employees of the Federal Government, all apprentices will be paid according to the General Schedule for salaries as established by the U.S. Office of Personnel Management (OPM).

Apprentices will enter the program at the GS-03, GS-04, or GS-05 level depending on their qualifying specialized firefighter experience and education as per the OPM Qualification Standards for General Schedule. Apprentices are eligible for within grade increases. The following wage progression will apply to all registered apprentices, regardless of the initial hiring authority:

- A. Progression for program entry at the GS-03 step 1 level will be:
- After 6 total months of specialized experience - promoted to GS-04
 - Journeyworker level status - GS-05 (at appropriate step).

Note: Promotion to the GS-05 will be attained after qualification requirements of the GS-04 and journeyworker level requirements have been met.

B. Progression for program entry at the GS-04 level will be:

- Qualification requirements must be met before advancement to journeyworker level. A minimum of 12 months specialized experience at the GS-04 level must be met prior to advancement to the GS-05 level, unless hired at the GS-05 level.
- Journeyworker level status - GS-05 (at appropriate step).

Note: Promotion to the GS-05 will be attained after qualification requirements of the GS-04 and journeyworker level requirements have been met.

C. Progression for program entry at the GS-05:

If hired at the GS-05 level, the apprentice may be placed into a journeyworker level GS-05 position at the appropriate pay step immediately upon successful completion of program requirements.

There is no relationship between OJL hour's worked and qualification requirements for pay grade progression. Some non-paid status time may count toward within grade increases as per OPM regulations. Overtime hours and non-paid status do not count towards hours for specialized experience for the purposes of the OPM Qualification Standards for General Schedule.

Qualification requirements must be met before advancement to journeyworker level.

Before each period of advancement, or at any other time when conditions warrant, the First Line Supervisor will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, supervisors should consult the appropriate agency official to address non-performing apprentices.

SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE – 29 CFR §§ 29.5(b)(12) and 30.4(c)(8)

An applicant for apprenticeship may be allowed credit for previous experience towards the required work process hours (OJL). The maximum credit given for previous experience prior to entering the program will not exceed 1,500 hours on a 1 hour to 1 hour ratio.

Creditable experience must meet work process categories found in Appendix A, Table 1. Each month of applicable experience is equivalent to a maximum of 172 work hours.

The Unit Apprenticeship Manager will review documentation of prior experience provided by the applicant in determining credit for previous experience prior to the apprentice entering the apprenticeship agreement.

Please refer to Appendix A, Table 1 and the Regional/State/Unit Coordinator's Guide for more specific guidance on this process.

SECTION XII - WORK EXPERIENCE – 29 CFR § 29.5(b)(3)

Each apprentice shall receive on-the-job learning (work process) in all phases of the fire and aviation management that are necessary to develop the skill and proficiency to become a journeyworker. The on-the-job learning will be under the direction and guidance of the supervisor of the apprentice(s). The specific requirements for on-the- job learning are in the Work Process Schedule which is in Appendix A.

SECTION XIII - RELATED SUBJECT AREA INSTRUCTION – 29 CFR § 29.5(b)(4)

During each academy the apprentice is required to participate in no less than 85% of subject area work hours related to the job as outlined in Appendix A. Apprentices agree to take such subjects as identified in Appendix A. The Agency National Coordinator will secure the instructional aids, equipment, and cadre deemed necessary to provide quality instruction for Academy subject areas. For additional required and elective subjects the Unit Apprentice Manager will secure the instructional aids, equipment, and cadre deemed necessary to provide quality instruction.

Apprentices will be paid for hours spent attending required related subject area instruction. Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all subject work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) without due cause, the Agency National Coordinators may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action. The Agency Administrator will take appropriate disciplinary action if warranted.

To the extent possible, related subject area instruction will be closely correlated with the practical experience and training received on-the-job. The Agency National Coordinator's will monitor and document the apprentice's progress in related subject areas.

The purpose of Related Subject Area Instruction is to teach apprentices applied academics in subject areas that are critical to job performance and may not be gained through work experience. Each apprentice's attendance and progress in Related Instruction must be tracked and appropriate records maintained. The specific requirements for Related Subject Area Instruction are in Appendix A.

The Academic Standards are stated in Appendix B.

SECTION XIV - SAFETY AND HEALTH TRAINING – 29 CFR § 29.5(b)(9)

Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

All apprentices will receive instruction in safe and healthful work practices both on-the- job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards.

SECTION XV - MAINTENANCE OF RECORDS – 29 CFR §§ 29.5(b)(6), 29.5(b)(23), and 30.8

As Federal employees, apprentices' employment records are maintained by the employing agency in the employee's Official Personnel Folder (OPF), per OPM regulations.

Apprenticeship specific records are stored in one central location. Records will be maintained for each apprentice for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

Each apprentice will be responsible for maintaining their personal record of on-the-job learning (work experience) and related subject area instruction. Copies of records will be submitted to the unit apprenticeship manager on a monthly basis.

The official apprenticeship record and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and be the property of the sponsor. This record will be included in each apprentice's record file maintained by the sponsor. Before each period of advancement, or at any other time when conditions warrant, the sponsor will evaluate the apprentice's record to determine whether he/she has made satisfactory progress.

SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – 29 CFR § 29.5(b)(15)

To successfully complete the program, an apprentice is required to complete the prescribed academy(s), additional required subjects, required elective hours, required work process hours, work process competency checklist, and be certified as a Firefighter Type 1 (FFT1). If an apprentice is hired at the GS 5 level, attendance at the foundational academy may not be required.

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the sponsor will so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the on-the-job learning and related subject area instruction, as well as any additional documentation as may be required by the Registration Agency.

Upon completing this process, the apprentice will be placed into a GS-5 Senior Firefighter position.

SECTION XVII - NOTICE TO REGISTRATION AGENCY – 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(19)

The Registration Agency will be notified within 45 days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION – 29 CFR §§ 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)

These standards will, upon adoption by the NIJAC be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

NIJAC reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified within 45 days in writing of any decision to cancel the program. Participation by the Sponsors is voluntary.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the NIJAC to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Within 15 days of cancellation of the apprenticeship program (whether voluntary or involuntary), the Agency National Coordinator will notify each apprentice of the affected agencies of the cancellation and its effect. This notification will conform to the requirements of Title 29, CFR part 29.8.

SECTION XIX - AMENDMENTS AND MODIFICATIONS – 29 CFR § 29.5(b)(18)

These apprenticeship standards may be amended at any time by NIJAC provided that, no amendment or modification shall alter any Apprenticeship Agreement in force at the time without the consent of the apprentice involved. Such amendment or modification will be approved by NIJAC and will then be submitted to the Registration Agency prior to taking effect. A copy of each amendment adopted will also be furnished to each affected apprentice.

SECTION XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE – 29 CFR §§ 29.5(b)(22), 29.7(k), and 30.11

The sponsors agree that NIJAC is an interested party in the settlement of any case which may affect this program.

The NIJAC has full authority for deciding issues of program design and administration which are national and interagency in scope. Decisions of the NIJAC not found to be in conflict with controlling Federal law, regulations, or applicable collective bargaining agreements, shall be binding on the parties.

These standards support an employment program. The NIJAC does not have jurisdiction regarding employment issues. Apprentices in this program have multiple forums for complaint resolution,

adjudication, and appeal rights regarding their employment. The employing agency is obligated to provide orientation to its new employees regarding their rights under Federal law, regulations and any applicable collective bargaining agreements. The Union will be afforded the opportunity to provide information about applicable CBA's at the orientation. This information must include the complaint resolution timelines and limitations applicable for notification and formal responses.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues:

The respective Agency National Coordinator will answer basic questions which only require referencing existing NIJAC written policy and/or written NIJAC decisions. The Agency National Coordinator will forward all other program policy interpretation questions to the NIJAC Chair for NIJAC decision.

Parties are encouraged to use their agency Alternative Dispute Resolution (ADR) processes. When ADR is used, AJAC should be involved in the resolution of program standards disputes. If the complainant chooses this option, grievance- filing timelines will be held in abeyance pending the completion of the ADR process.

Should other resolution processes fail, the NIJAC will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within 21 days of violations. The NIJAC will make such decision(s) as it deems necessary in each individual case and within 30 days of receiving the written notification.

Both parties may also avail themselves of the negotiated grievance procedures of the applicable CBA or their agency administrative grievance procedure as appropriate.

Either party may also consult the U.S. Department of Labor, Office of Apprenticeship for an interpretation or opinion.

The name and address of the appropriate authority to receive complaints is: WFAP Program Manager at 3237 Peacekeeper Way, McClellan, CA 95652.

Complaints of discrimination in the apprenticeship program may be filed and processed under their employing agencies procedures.

The Agency specific sponsor will provide written notice of its complaint procedure to all specific agency applicants for apprenticeship and all apprentices.

SECTION XXI - COLLECTIVE BARGAINING AGREEMENTS – 29 CFR § 29.11

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- (a) Any apprenticeship provision in any CBA between employers and employees establishing higher apprenticeship standards; or
- (b) Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, executive order, or authorized regulation.

SECTION XXII - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – 29 CFR § 29.5(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committee or program sponsors, and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the committee or program sponsor
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

If the Sponsor is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the Sponsor will make every effort to refer the apprentice with his/her consent to another employer, Registration Agency or One Stop for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The apprentice must receive credit from the new employer for the training already satisfactorily completed

SECTION XXIII - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the NIJAC and signed an Apprenticeship Agreement agree to all the terms and conditions contained therein and agree to abide by the rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the NIJAC may deem necessary to become a skilled Wildland Firefighter Specialist.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Maintain employment status with the sponsor.
- B. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the sponsor in accordance with the provisions of these Standards.

- C. Practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- D. Attend and satisfactorily perform and complete required OJL hours, as documented in writing by the supervisor overseeing the work process activity.
- E. Attend and satisfactorily complete all required related subject instruction as provided by these standards.
- F. Maintain physical fitness standards for the occupation.
- G. Maintain academic standards for all related subject area instruction.
- H. Maintain personal records of work experience and training received and submits approved OJL and training hours to the Unit Manager by the 10th of each month.
- I. The apprentice is responsible for familiarizing themselves with the provisions of these governing documents, and timely raising questions or complaints regarding their application by the Sponsor.

SECTION XXIV - TECHNICAL ASSISTANCE

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools may be requested to advise the NIJAC.

The NIJAC is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.

SECTION XXV - DEFINITIONS

ACADEMY COORDINATOR: An individual selected by the WFAP who reports to the Program Manager or Operations Specialist. This selected individual helps in the planning, organizing and execution of the formal academy training.

AGENCY ADMINISTRATOR: The Manager of a unit (i.e. Forest Supervisor, Park Superintendent, Field Office Manager or Refuge manager) who is delegated authority to make employment decisions.

AGENCY JOINT APPRENTICESHIP COMMITTEE (AJAC): Agency specific committee, with equal representation from management and labor.

AGENCY NATIONAL APPRENTICESHIP COORDINATOR: The person designated by each sponsoring agency to fulfill the administrative requirements for their specific agency.

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the sponsor providing for training and related instruction under these standards, and who is registered with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER): An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides Program Sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to training under these standards. Each apprenticeship agreement must be registered with the Registration Agency.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The credential issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these standards of apprenticeship.

COLLECTIVE BARGAINING AGREEMENTS: The negotiated agreement between the Union and Agencies related to conditions of employment.

DEFERRAL: The delayed attendance of a registered apprentice into a formal WFAP academy.

ELECTIVE: An approved subject area an apprentice and their supervisor agree upon among pre-designated alternatives. Selecting electives should correspond with creating an Individual Development Plan.

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYER: Any person or organization employing an apprentice whether or not such person or organization is a party to an apprenticeship agreement with the apprentice.

EXTENSION: A formal request submitted by an apprentice to extend their apprenticeship agreement beyond the maximum four-year time limit for the purpose of completing the program.

FIREFIGHTER TYPE 1 (FFT1): The National Wildfire Coordinating Group incident qualification for the trade of Wildland Fire Fighter Specialist.

FIRST LINE SUPERVISOR: An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

HOME UNIT: The Agency's administrative unit employing the apprentice (i.e., national forest, district, or field office).

HYBRID OCCUPATION: The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job-learning and the successful demonstration of competency as described in a work process schedule.

JOURNEYWORKER: A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training). This individual holds the position of IFPM Senior Fire fighter or above.

NATIONAL INTERAGENCY JOINT APPRENTICESHIP COMMITTEE (NIJAC): The interagency committee comprised of representatives of the Sponsors, with equal representation from management and labor, which provides direction and oversight for the Wildland Firefighter Apprenticeship Program (WFAP).

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

OPERATIONS PLAN: The document established by NIJAC that describes the implementation of the formal academies based on these National Apprenticeship Standards.

OPERATIONS SPECIALIST: The individual responsible for the day to day operations of the formal academies.

PROGRAM MANAGER: The individual responsible for overall management of the apprenticeship program as directed by NIJAC.

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship program.

REINSTATEMENT: The process by which an Apprenticeship Agreement is restored to an active and satisfactory standing.

REGISTRATION AGENCY: Means the U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments.

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial subject area or by correspondence subjects of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

SENIOR FIREFIGHTER: A GS-05 advanced level firefighter with specialized skills and knowledge as defined by Interagency Fire Program Management (IFPM).

STANDARDS OF APPRENTICESHIP: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

SUBJECT AREA: A defined field of study within the Wildland Firefighter Apprenticeship Program. These Subject Areas are located in the Related Instruction.

TRANSFER: A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor.

UNION: Means the National Federation of Federal Employees and any of its affiliated Local Unions party to an appropriate labor agreement between the parties.

UNIT APPRENTICESHIP MANAGER: Ensures that administrative requirements for individual apprentices are met at the Home Unit level. This individual provides mentoring to apprentices and ensures that apprentices receive diverse work experience. The unit manager also serves as a liaison with other organizational levels.

WILDLAND FIRE FIGHTER SPECIALIST: The Department of Labor title for the journeyworker Wildland Fire Fighter.

SECTION XXVI- OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The U.S. Department of Agriculture, Forest Service, the U.S. Department of Interior's, Bureau of Land Management, National Park Service, and U.S. Fish & Wildlife Service and the National Federation of Federal Employees hereby adopts these Standards of Apprenticeship.

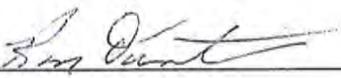
See Attached Signature Page.

IN WITNESS WHEREOF, the Agencies hereto have executed this National Wildland Firefighter Apprenticeship Program Standards as of the last date written below:

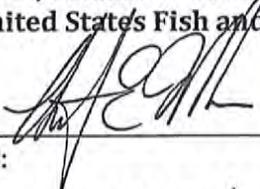
**Director, Fire and Aviation Management
United States Forest Service**


By: _____
Date: 12/18/15

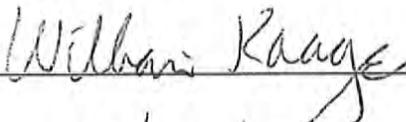
**Director, Fire and Aviation
Bureau of Land Management**


By: _____
Date: 12-14-15

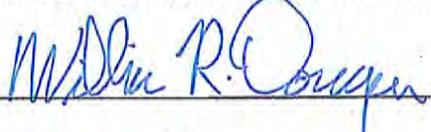
**Chief, Branch of Fire Management
United States Fish and Wildlife Service**


By: _____
Date: 12/15/15

**Chief, Division of Fire and Aviation Management
National Park Service**


By: _____
Date: 12/15/15

President National Federation of Federal Employees


By: _____
Date: Oct. 12, 2015

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Appendix A

**WORK PROCESS SCHEDULE
WILDLAND FIREFIGHTER SPECIALIST
O*NET-SOC CODE: 33-2011.02 RAPIDS CODE: 0544**

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is not to exceed four years with an OJL attainment of 3,000 hours, supplemented by the minimum required 326 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice to 1 Journeyworker.

4. APPRENTICE WAGE SCHEDULE

See Section X Apprentice Wage Progression.

5. WORK PROCESS SCHEDULE

See attached Work Process Schedule.

6. RELATED INSTRUCTION OUTLINE

See attached Related Instruction Outline.

**WORK PROCESS SCHEDULE
WILDLAND FIREFIGHTER SPECIALIST
O*NET-SOC CODE: 33-2011.02 RAPIDS CODE: 0544**

The Work Process Schedule constitutes of the on-the-job learning (OJL) portion of the apprenticeship.

Required OJL Hours

The apprentice shall complete a total of 3,000 OJL hours; OJL hours are divided into five (5) categories and each category has its own required number of hours (Table 1). Work Process Category #2 (Fire Preparedness, Suppression, Fuels Management) has additional specific requirements. For each work processes category there is a list of example activities; this list is not comprehensive.

Required Work Process Competencies Checklist

The Wildland Firefighter Apprenticeship Program (WFAP) Apprentice Work Process Competencies Checklist (Appendix D) will be completed as part of an apprentice's work process hours (OJL). The intent of this competency checklist is to provide clear and measurable expectations for the Apprentice and First Line Supervisor or Mentor, by defining specific tasks which are aligned with the Interagency Fire Program Management competencies.

Non-Wildland Fire Incidents/Assignments

Work performed on an incident/assignment other than wildland fire does not necessarily count toward OJL hours. If an apprentice wishes to petition for credit they should:

1. Develop a short narrative describing the assignment; why the assignment should be counted toward OJL hours; and the specific number of hours being requested.
2. The Unit Apprenticeship Manager will review and concur; then forward the recommendation to the Regional Coordinator.

The Regional Coordinator will review the information and make a final determination and the number of hours to be credited, if any. The crediting decision will be returned to the Unit Apprenticeship Manager and apprentice and applied accordingly. Decision documentation will be submitted with the final work process package.

Credit for Previous Experience (see Section XI)

The apprentice must submit the request for credit for previous experience at the time of application and furnish such records, affidavits, or certificates to substantiate the claim. The Unit Apprenticeship Manager, in conjunction with the Employing Agency's Human Resource Management or appropriate Subject Matter Experts (SME), will review documentation of prior experience provided by the applicant in determining credit for previous experience prior to the apprentice entering the apprenticeship agreement.

An apprentice can receive credit for previous experience based on the following:

1. Creditable experience must meet work processes categories found in Table 1.
2. Each month of applicable experience is equivalent to a maximum of 172 work hours.
3. Credit hours may be allowed for applicable experience at a ratio of 1 to 1 hour.
4. The maximum amount of credit hours that can be received is 1,500 hours.

5. The maximum amount of credit for each work process category is limited to no more than 50% of the required hours (see Table 1).
6. For the Work Process Category #2 (Fire Preparedness, Suppression, Fuels Management) if an apprentice has completed more than 240 hours in one (1) of the four (4) fire suppression sub-categories then full credit for that sub-category can be granted. For example, if an apprentice has 300 hours of previous experience on an engine, then all 300 hours should be credited towards the 1,400 maximum hours allowed for previous experience.

Table 1		
Hybrid Work Process Categories	Credit for Previous Work Experience (Maximum Hours)	Total Hours Required
1. Wildland Fire Safety Examples of activities that qualify for this category include: Identify and mitigate safety hazards in the work environment, review/write Job Hazard Analysis, and conduct safety briefings during prescribed fire and wildland fire activities.	20	40
2. Wildland Fire Preparedness, Suppression, Fuels Management Examples of activities under the following sub-categories include: Preparedness: physical fitness conditioning, conduct fire ground proficiency drills, obtain weather forecasts and fire intelligence, maintain fire equipment such as tools, vehicles, and pumps, and facility maintenance. Instruct and mentor module crewmembers. Fire Suppression: the fire suppression work portion requires 240 hours minimum on each of 2 of the 4 options (Engines, Crews, Aviation*, Dozers), 1 of which must be either Engines or Crews. 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 80 hours minimum serving in various functions during the planning, preparation, implementation and monitoring phases of fire use, such as prescribed fire and mechanical/chemical vegetation treatments. *Aviation activities to include: Helicopters, Smokejumpers, or Air Tanker base operations.	1,400	2,800
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.	10	20
4. Review Local Plans Examples of activities that qualify for this category include: Fire Management Plans (FMP), Prevention Plan, Pre-attack, Cooperators, Land Use Plans, and Community Wildfire Protection Plans (CWPP).	10	20
5. Wildland Fire Prevention/Education Examples of activities that qualify for this category include: fire investigation, school/public presentations, issuing permits, and public contacts.	30	60
6. Dispatch Examples of activities that qualify for this category include: working in a dispatch center, initial attack, expanded dispatch, aircraft, intelligence, and dispatch recorder.	30	60
Total Hours	1,500	3,000

**RELATED INSTRUCTION OUTLINE
WILDLAND FIREFIGHTER SPECIALIST
O*NET-SOC CODE: 33-2011.02 RAPIDS CODE: 0544**

The Related Instruction Outline constitutes the academic portion of the apprenticeship program. The Related Instruction is organized into 13 Subject Area categories which provide the practical knowledge and demonstrable theory related to the Wildland Fire Fighter Specialist position. These 13 Subject Area categories are:

- Orientation
- Human Performance
- Leadership
- Lessons Learned
- Fire and Aviation Management Operations
- Fire Ecology/Land & Fuels Management
- Practical Medical Skills
- Business Administration
- Career Development
- Physical Training
- Senior Firefighter Skills Development
- Risk Management & Safety
- Wildland Fire Prevention, Education, and External Relationships

Each subject area has a range of hours associated with it—see Tables 2, 3, 4 & 5. This range defines the minimum and maximum number of academy hours in each subject area. This guideline allows the curriculum of each academy to be customized to meet the needs of the incoming class. The specific number of hours for each subject area will be determined based upon the results of an apprentice needs assessment, conducted prior to enrollment. This process will maximize relevancy for the apprentice and is documented in the WFAP Operations Plan.

The apprentice shall complete the minimum number of hours indicated in the Related Subject Area tables and based upon their GS level upon entry.

- | | | |
|---|-----------------------|---|
| • Prerequisite Subject Areas for Foundational Academy | (Minimum of 39 hrs.) | See Table 2 |
| • Foundational Academy Subject Areas | (Minimum of 114 hrs.) | See Table 3 |
| • Core Academy Subject Areas | (Minimum of 96 hrs.) | See Table 4 |
| • Additional Required Course Work | (Minimum of 71 hrs.) | See Table 5 |
| • Elective Subject Areas | (Minimum of 120 hrs.) | See Table C
in the WFAP
Operations Plan |

Note: Field Manager's Course Guide (FMCG) identifies the minimum hours Subject Matter Experts recommended for National Wildland Fire Coordinating Group (NWCG) courses. Hours in excess of the FMCG minimum cannot be applied toward completion of any other requirements of the program.

For apprentices that enter the program at the GS-05 level, completion of the Foundational Academy may not be required.

Academic Standards

Students must meet the Academic Standards as outlined in Appendix B.

Credit for Previous Subject Area Course Work

An apprentice can be granted credit for previous Related Subject Area Instruction for courses completed prior to entering the program if currency and competency can be demonstrated within five years of the date on the Apprenticeship Agreement (registration date). The apprentice must submit the request for previous Related Subject Area Instruction at the time of application and furnish such records, affidavits, or certificates to substantiate the claim.

NWCG Position Task Books

It is the Home Unit’s responsibility to initiate all Position Task Books when appropriate.

Prerequisite Subjects for Foundational Academy

An apprentice must successfully complete these prerequisite subjects and New Employee Orientation before attending the Basic Academy (Table 2). The Home Unit will provide the courses to satisfy the requirements of the subject areas.

Table 2	
Prerequisite Subject Areas for Foundational Academy	Hours
Agency Specific New Employee Orientation ** Agency Certificate Required**	Agency Specific
Fire and Aviation Management Operations (S130, S190, L180, ICS100)	39 - 46.5
Total Hours	39 - 46.5

Foundational Academy Subject Areas

The apprentice must successfully complete all of the Subject Areas at the Foundational Academy (Table 3).

Before attending the Foundational Academy an apprentice shall:

- Successfully complete the Prerequisite Subject Areas for Foundational Academy.
- Successfully complete 500 hours of OJL hours in Work Process Category #2 (Wildland Fire Preparedness, Suppression, and Fuels Management). (*Refer to Appendix A, Table 1 for information on OJL.*)

Subject Areas for Foundational Academy	Hours
Orientation	1 - 4
Human Performance	16 - 24
Lessons Learned	1 - 32
Fire and Aviation Management Operations	32 - 56
Fire Ecology/Land & Fuels Management	0 - 40
Practical Medical Skills	0 - 24
Business Administration	0 - 16*
Career Development	2 - 12
Physical Training	20 - 35
Senior Firefighter Skills Development	36 - 48
Risk Management & Safety	0 - 16*
Leadership	0 - 48
Wildland Fire Prevention, Education, and External Relationships	6 - 16
	114 - 371

*This subject area will be taught in one of the two academies.

Prerequisites for Core Academy

An apprentice must successfully complete the following prerequisites before entry into the Core Academy:

- Agency Specific New Employee Orientation (completion certificate required).
- Completion of the Foundational Academy or entry into the Apprenticeship Program as a GS-05 and completion of S-290.
- Successfully complete 1500 hours of OJL hours in Work Process Category #2 (Wildland Fire Preparedness, Suppression, and Fuels Management). *(Refer to Appendix A, Table 1 for information on OJL.)*

Table 4	
Subject Areas for Core Academy	Hours
Orientation	2 - 8
Human Performance	0 - 16
Lessons Learned	8 - 32
Fire and Aviation Management Operations	16 - 64
Fire Ecology/Land & Fuels Management	16 - 40
Practical Medical Skills	16 - 50
Business Administration	0 - 16*
Career Development	2 - 12
Physical Training	20 - 35
Risk Management & Safety	0 - 16*
Leadership	16 - 80
Wildland Fire Prevention, Education, and External Relationships	0 - 16
	96 - 385

*This subject area will be taught in one of the two academies.

Additional Required Course Work

The apprentice must successfully complete these Required Subjects (Table 5). The Home Unit is responsible for providing these courses.

Additional Required Course Work	Hours
S-211 Portable Pumps and Water Use (or current equivalent)	24
S-212 Wildland Fire Chain Saws (or current equivalent)	30
S-260 Interagency Incident Business Management (or current equivalent)	16-20
ICS-200	1-8
	71 - 82

Elective Coursework

The intent of elective subjects is to choose subject matter that meets the interest of the apprentice, while developing a well-rounded employee for the sponsoring agency. Selecting electives should correspond with creating an Individual Development Plan.

The apprentice must successfully complete a minimum of 120 hours of Elective Subject Areas (See Table in WFAP Operations Plan). The Home Unit is responsible for providing the courses to meet this requirement. If a course is completed as part of the formal academy, that class cannot be used to meet the elective requirement.

APPENDIX B

ACADEMIC STANDARDS

Apprentices will be required to pass all Academy course material as follows:

- NWCG courses with tests: 70%+ on test (per NWCG)
- NWCG courses without tests: Lead Instructor determines pass/fail
- WFAP courses with tests: 70%+ on test (per NWCG)
- WFAP courses without tests: Lead Instructor determines pass/fail

Students are required to attend a minimum 85% of the total hours per academy. The Operations Specialist has discretion when determining a student's overall attendance.

If an apprentice fails an exam they will be offered one retake. Failure of more than one exam per academy will result in the apprentice being removed from the Academy and Apprenticeship Program. Although removed from the Academy and Apprenticeship Program, the individual may apply again and be selected for future academies.

Students found cheating will be removed from the Academy.

Appendix C

ETA-671 Apprenticeship Agreement

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Program Registration and
Apprenticeship Agreement
Office of Apprenticeship

U.S. Department of Labor
Employment and Training Administration



APPRENTICE REGISTRATION – SECTION II

OMB No. 1205-0223 Expires: 06/30/2018

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.

1. Name (Last, First, Middle) and Address *Social Security Number (No., Street, City, State, Zip Code, Telephone Number)		Answer Both A and B (Voluntary) (Definitions on reverse)		5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran	
2. Date of Birth (Mo., Day, Yr.)		4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		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	
3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female		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			
7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee					
7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship					
8. Signature of Apprentice			9. Signature of Parent/Guardian (if minor)		
Date			Date		

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

1. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code)		2a Occupation (The work processes listed in the standards are part of this agreement).		2b Occupation Code: 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Occupation Training Approach (Mark one) 3a. <input type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid		4. Term (Hrs., Mos., Yrs.)		5. Probationary Period (Hrs., Mos., Yrs.)	
6. Credit for Previous Experience (Hrs., Mos., Yrs.)		7. Term Remaining (Hrs., Mos., Yrs.)		8. Date Apprenticeship Begins	
9a. Related Instruction (Number of Hours Per Year)		9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid		9c. Related Training Instruction Source	

10. Wages: (Instructions on reverse)

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

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

11. Signature of Sponsor's Representative(s)		Date Signed		13. Name and Address of Sponsor Designee to Receive Complaints (If applicable)			
12. Signature of Sponsor's Representative(s)		Date Signed					

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address		2. Signature (Registration Agency)		3. Date Registered	
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 connection (definitions follow). Enter "None" if no career connection applies.

Pre-Apprenticeship. A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

Technical Training School. Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Military Veterans. Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Job Corps. Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

YouthBuild. Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

HUD/STEP-UP. Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

Career Center Referral. Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

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.

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.). Under 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 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.)

Appendix D

Work Process Competencies Checklist



Work Process Competencies Checklist

Assigned To
Apprentice Name: _____
Home Unit/Agency: _____
Home Unit Phone Number: _____
Checklist Initiated by: _____

The material contained in this checklist accurately defines the performance expected of the position for which it was developed.

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Intent

Task

Apprentice: Demonstrate competency by completing assigned tasks as defined within this Work Process Competencies Checklist.

First Line Supervisor or Mentor: Document completion of assigned tasks within the applicable work process category as defined within this Work Process Competencies Checklist.

Purpose

This Work Process Competencies Checklist has been developed to provide clear and measurable expectations for the Apprentice and First Line Supervisor or Mentor by defining specific tasks which are aligned with Interagency Fire Program Management (IFPM) competencies to be accomplished during completion of Apprentice work process hours.

Desired End State

Successful completion of all tasks and demonstration of competency according to aligned IFPM standards by the Apprentice as defined within this Work Process Competencies Checklist and certified by the First Line Supervisor or Mentor.

Responsibilities

Apprentice

- Ask questions as needed to accomplish required tasks and demonstrate competency
- Review and understand what is required of you within this Work Process Competencies Checklist
- Complete all tasks and demonstrate competency as defined within this Work Process Competencies Checklist
- Keep Work Process Competencies Checklist throughout entire training opportunity

Evaluators (Supervisor of Apprentice, First Line Supervisor or Mentor)

- Identify and provide training opportunities as defined within this Work Process Competencies Checklist during apprentice term
- Mentor and conduct progress reviews
- Ensure tasks are reviewed with Apprentice and that information is understood
- Ensure the Apprentice has adequately completed assigned task(s) and demonstrated competency prior to completion of evaluation block(s)
- Provide accurate and timely documentation within Work Process Competencies Checklist evaluation block upon successful completion of tasks and demonstrated competency

Supervisor of Apprentice

- Discuss and solicit feedback regarding training process
- Complete certification documentation upon completion of Work Process Competencies Checklist and submit to Unit Apprentice Manager

Unit Apprentice Manager

- Meet with Apprentice and confirm Work Process Competencies Checklist has been completed according to standards and expectation as described within
- Complete certification documentation and submit completed Work Process Competencies Checklist with conversion package

Wildland Fire Safety

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Title, Name and Contact Number
Demonstrate working knowledge and ability to reference agency related safety policy with manuals or handbooks			
Review local unit safety plan			
Review, develop or update an appropriate JHA/Risk Assessment			
Prepare and conduct a tailgate safety session including a medivac plan for a relevant work assignment			
Participate in a simulated or actual medivac according to agency and local unit procedures			
Participate in a facilities safety inspection according to local unit guidelines			
Review criteria for using SAFENET and SAFECOM and demonstrate ability required to utilize these reporting systems			
Facilitate a presentation of a lesson learned utilizing resources from the Wildland Fire Lessons Learned web site			

Wildland Fire Preparedness

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Title, Name and Contact Number
Lead in the development and facilitation of a module specific preparedness training drill			
Review FIREFIT program and lead a module specific physical training work out			
Review and compare module standards within the "Red Book"			
Conduct a daily and monthly vehicle preventative maintenance check according to module and agency procedures			
Assist in the presentation of an NWCG course or annual refresher topic			

Suppression

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Title, Name and Contact Number
Review and discuss the meaning of the following documents: <ul style="list-style-type: none"> • LCES and other thoughts by Paul Gleason • Original Intent of the 10 Standard Fire Orders 			
Instruct the proper use & maintenance of: <ul style="list-style-type: none"> • Hand tools • Chainsaws • Portable pumps 			
Demonstrate proficiency in: <ul style="list-style-type: none"> • Radio Programming (mobile/hand held) • Utilizing GPS, input coordinates, navigate to a destination, and select appropriate coordinate system/datum for geographic area 			
Obtain and brief daily weather prediction based on local unit fire weather forecasting resources			
Observe and record field weather observations utilizing a belt weather kit and Kestrel. Determine the Probability of Ignition			
Navigate to an incident utilizing a map via legal location			
Develop and explain strategy and tactics based on a given situation within a Sand Table Exercise or simulation			

Fuels Management

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Title, Name and Contact Number
Review local Air Quality Control Board web sites. Obtain burn day status information and explain implications for smoke management			
Request and interpret a spot weather forecast utilizing local unit RAWs and/or fuels data for a prescribed or wildland fire			
Review a vegetation management or restoration project and discuss project design and desired outcomes with resource or fire staff			
Collect fuel moisture data, e.g. (10 hour fuel sticks)			
Discuss the application of fire behavior programs and software			
Discuss the application of GIS programs and software			
Review and discuss an approved prescribed burn plan, as well as the Interagency Burn Plan Template, specifically Element 5: Objectives and Element 7: Prescription			

Fire Business Practices

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Title, Name and Contact Number
Review and discuss Chapter 10 (Personnel) of the Interagency Incident Business Management Hand Book. Determine if you are in a collective bargaining unit and, if so, review and discuss relevant collective bargaining agreement			
Demonstrate knowledge of National Fire Equipment System (NFES) and the ability to utilize procedure(s) for replacing supplies utilized on a wildland fire through fire camp, local unit or geographic area cache			
Describe your unit process for completing a travel authorization and voucher			
Demonstrate the ability to submit incident times according to unit policy			
Describe the agency policy on injury reporting and related processes			
Review and discuss the application of fire qualification guidelines in the 310-1 or Forest Service Fire and Aviation Qualifications Guide			

Review Local Plans

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Title, Name and Contact Number
Discuss how the following acts influence land management planning: <ul style="list-style-type: none"> • National Environmental Policy Act • Clean Air Act • Endangered Species Act • Wilderness Act 			
Review a unit Land and Resource Management Plan			
Review and discuss unit Fire Management Planning guides, including, but not limited to: prevention plans, staffing guides, Interagency Agreements and Memorandum of Understandings, fire danger operations plan, Community Wildfire Protection Plans, pre-attack plans, and the application of wildland fire risk and complexity assessment			
Explain the use and development of your local unit's pocket card, including fire danger area, local thresholds, past experience, and indices			
Describe unit fire reporting process and how the information is used			

Fire Prevention/Education

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Name, Title, and Contact Number
Identify key prevention partners and why partnerships are important			
Review Firewise web site and conduct a field assessment of defensible space			
Participate in unit Fire Prevention tasks such as sign maintenance, facility hazard reduction, public visitor contact, media support, employee education, camp fire permitting, or ride-alongs			
Review the most recent revision of the Wildfire Prevention Patrol Guide, NFES 2570			
Review and discuss local procedures for wildland fire investigation			

Dispatch

It is recommended that apprentice dispatch time be scheduled during fire season when there is a high likelihood there will be fire activity to ensure a quality learning experience.

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Name, Title and Contact Number
Receive a briefing on and adhere to daily dispatch office standard operating procedures			
Monitor and answer radio traffic on multiple frequencies using the appropriate tones			
Demonstrate working knowledge and ability to utilize CAD IA Systems			
Become familiar with procedures and tools for mobilization and intelligence			
Identify legal locations, direct protection and response boundaries, lookouts, mountain tops with tone transmitters within local unit			
Collect and input daily weather forecast and read over radio			
Discuss local unit dispatch strategy/preplanned response, and closest resource concept			
Shadow Logistics dispatcher to become familiar with Resource Ordering Status System (ROSS) and ordering channels			
Obtain and communicate daily resources availability			
Shadow Intelligence dispatcher to understand how information is gathered and utilized			
Become familiar with unit call signs, unit identifier system and local mobilization guide			

Certification of Completed Work Process Competencies Checklist

Apprentice Certification

I certify that I (Apprentice name) _____ have successfully completed and demonstrated competency in all tasks identified within this Work Process Competencies Checklist according to WFAP program requirements.

Apprentice Signature:

Home Unit Title:

Home Unit/Agency:

Home Unit Phone Number:

Date:

First Line Supervisor Certification

I certify that (Apprentice name) _____ has successfully completed and demonstrated competency in all tasks identified within this Work Process Competencies Checklist according to WFAP program requirements. I have reviewed and ensured that all tasks are documented and complete.

First Line Supervisor Signature:

First Line Supervisor Printed Name:

Home Unit Title:

Home Unit/Agency:

Home Unit Phone Number:

Date:

Unit Apprentice Manager Certification

I certify that (Apprentice Name) _____ has successfully completed this Work Process Competencies Checklist according to WFAP program requirements.

Apprentice Manager Signature:

Apprentice Manager Printed Name:

Home Unit Title:

Home Unit/Agency:

Home Unit Phone Number:

Date:

Comments:

References

In the case of an inaccurate hyperlink, please inform the Wildland Fire Apprenticeship Program staff. They can provide you with the updated link.

IFPM Standards

IFPM

- <http://www.ifpm.nifc.gov/>
- <http://www.fs.fed.us/fire/management/ifpm/>

Common IFPM Competencies

- http://www.ifpm.nifc.gov/standard/standard/Common_Competencies.pdf

Senior FF Competencies

- http://www.ifpm.nifc.gov/fire/checklists/SFF_Competency_Checklist.pdf

IA Dispatch Competencies

- http://www.ifpm.nifc.gov/fire/checklists/IADP_Competency_Checklist.pdf

Fuels Technician Competencies

- http://www.ifpm.nifc.gov/fire/checklists/PFFS_Competency_Checklist.pdf

Training References

Wildland Fire Safety

- http://www.doi.gov/safetynet/information/general/safety_program/index.html
- <http://www.fs.fed.us/safety/>
- <http://safenet.nifc.gov/>
- <https://www.safecom.gov/>
- <http://www.wildfirelessons.net/home>

Wildland Fire Preparedness

- <http://www.nifc.gov/FireFit/>
- <http://www.nifc.gov/nicc/mobguide/>
- http://www.nifc.gov/policies/pol_ref_hotshotOps.html
- <http://www.fs.fed.us/fire/publications/>
- <http://www.nwcg.gov/?q=products>
- http://training.nwcg.gov/sect_fieldmanagers_courseguides.htm

Suppression

- <http://www.ifpm.nifc.gov/fire/competencies/seniorFF.pdf>
- http://www.fireleadership.gov/toolbox/documents/lces_gleason.html
- http://www.wildlandfire.com/docs/2003_n_before/10fireorders.htm
- http://www.fs.fed.us/fire/doctrine/philosophy/source_materials/10-SFOs-putnam.doc

Fuels Management

- <http://www.ifpm.nifc.gov/fire/competencies/FuelsSpecialist.pdf>
- [Esri Training](#)
- [MetEd » Education & Training](#)
- <http://www.fire.org/>
- https://wfdss.usgs.gov/wfdss/pdfs/FBTools_v3.pdf

Fire Business Practices

- <http://www.nwcg.gov/sites/default/files/products/pms902.pdf>

Fire Prevention and Education

- http://www.nwcg.gov/sites/default/files/products/pms_456_patrolguide.pdf
- <http://www.firewise.org/?sso=0>

Dispatch

- <http://www.nifc.gov/nicc/mobguide/>
- <http://www.nifc.gov/nicc/>

Additional training resources

- www.nationalfiretraining.net
- <http://www.wfap.net/>
- <http://training.nwcg.gov/>
- <http://training.fema.gov/is/nims.aspx>