

REVISED
NATIONAL
APPRENTICESHIP STANDARDS

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: 0544

Approved by the
U.S. Department of Labor
Office of Apprenticeship

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



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REGISTRATION DATE: 9/24/10

REGISTRATION NUMBER: N-93064

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FOREWORD

The U.S. Department of Agriculture, Forest Service and U.S. Department of Interior's, Bureau of Land Management, Fish and Wildlife Service and 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 Apprenticeship Standards 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 Apprenticeship Standards 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 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.

DEFINITIONS

(Some of these definitions may not apply to all registered apprenticeship programs – Employers may add or delete definitions depending on their need.)

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): Is 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 Certificate of Completion of Apprenticeship 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: A negotiated agreement between the Union and Agencies related to conditions of employment.

ELECTIVE: A course an Apprentice, their supervisor and/or Region may agree upon among pre-designated alternatives.

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: Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

FIREFIGHTER TYPE 1 (FFT1): The National Wildfire Coordinating Group incident position title 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).

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 has successfully completed the Position Task Book for Firefighter 1 (FFT1) and has been certified by the home unit as fully qualified.

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 WFAP based on these National Apprenticeship Standards.

PROGRAM MANAGER: Responsible for overall management of the apprenticeship program as directed by NIJAC.

REGISTRATION AGENCY: Means the U.S. Department of Labor, Office of Apprenticeship.

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 courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

SENIOR FIREFIGHTER: A GS-5 skilled firefighter who is qualified as a FFT1 who is covered 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.

TIME-BASED OCCUPATION: The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

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. Provides mentoring to apprentices and ensures that apprentices receive diverse work experience. Serve as liaison with other organizational levels.

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

SECTION I. - PROGRAM ADMINISTRATION

The National Interagency Joint Apprenticeship Committee (NIJAC) is responsible for the development of these National Apprenticeship Standards 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).

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. Establish and periodically revise the Operations Plan.
- C. Ensure that the on-the-job learning and related instruction meet the needs of the Sponsors and the Apprentices.
- D. Ensure that apprenticeship records are stored in one centralized location for each Agency, showing their education, experience, and progress in learning the occupation.
- E. Notify the Registration Agency 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.
- F. Communicate with the Agency Joint Apprenticeship Committees on specific needs of each of the Sponsoring Agencies.
- G. Provide direction and program clarification to the Program Manager.
- H. Monitor the administration of the WFAP and provide oversight.

- I. Receive, hear, deliberate, and issue initial rulings on disputes arising from interpretation or application of these National Standards of Apprenticeship (see Section XXV).
- J. Ensure program addresses the need for accident prevention and provides instruction with respect to safety in the workplace.

Agency Joint Apprenticeship Committee (AJAC)

The Agency Joint Apprenticeship Committee (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 to assist and advise NIJAC.

SECTION II. – EQUAL EMPLOYMENT 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 Title 29 of the Code of Federal Regulations (CFR), part 30, as amended and Title 5.

SECTION III. - QUALIFICATIONS FOR APPRENTICES – 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, writes, 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.

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.

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 IV. - SELECTION OF APPRENTICES - 29 CFR 30.5(b)

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

SECTION V. - APPRENTICESHIP AGREEMENT - 29 CFR 29.3 (d) and (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 furnished to the apprentice, the Program Manager, the Registration Agency, and the employer. 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 Collective Bargaining Agreement (CBA) that pertain to apprenticeship and the Operations Plan.

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

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

SECTION VI. - RATIO OF APPRENTICES TO JOURNEYWORKER – 29 CFR 29.5(b)(7)

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 one (1) apprentice to one (1) journeyworker.

The job-site ratio for the occupation registered shall be in accordance with the National Wildfire Coordinating Group (NWCG) PMS 410-1 and shall not exceed five (5) apprentices to one (1) journeyworker.

The sponsoring agencies shall provide annually, information for the previous calendar year relative to lost time injuries and deaths of any apprentices who were employed under the conditions of this ratio. This information will be due in the Office of Apprenticeship, Administrator's Office on the thirty-first day of January of each new calendar year.

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

The term of the apprenticeship will be 3,000 hours (OJL) in addition to 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. - 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.

SECTION IX. - PROBATIONARY PERIOD – 29 CFR 29.5(b)(8) b(20); 5 CFR part 315, subpart H, 315.801 – 315.802; 5 CFR part 316, subpart C, 316.304

Probationary or Trial Period of Employment:

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 X. - HOURS OF WORK – 5 CFR part 610, subpart A

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 XI. - APPRENTICE WAGE PROGRESSION - 29 CFR 29.5(b) (5); 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.

SECTION XII. - WORK EXPERIENCE – 29 CFR 29.5(b) (3) and 30.8

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 INSTRUCTION – 29 CFR 29.5(b) (4)

During each segment of training each apprentice is required to participate in no less than 144 hours of coursework related to the job as outlined in Appendix A. Apprentices agree to take such courses as identified in Appendix A. The Academy Coordinator will secure the instructional aids and equipment it deems necessary to provide quality instruction for Academy Courses. For additional required and elective courses the Unit Apprentice Manager will secure the instructional aids and equipment it deems necessary to provide quality instruction.

Apprentices “will” be paid for hours spent attending required related instruction classes.

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course 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 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 instruction classes.

The Agency National Coordinators will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. Instructors are required to meet the National Wildland Coordinating Group standards to instruct.

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

The Academic Standards are stated in Appendix C.

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. - SUPERVISION OF APPRENTICES – 29 CFR 29.5(b) (14)

The employer will be responsible for the apprentice's Work Processes (on-the-job learning) and Related Instruction that are outlined in Appendix A. Apprentices will be under the general supervision of the employer and under the supervision of the journeyworker to whom they are assigned. The first line supervisor will be responsible for the apprentice's work assignments; ensuring the apprentice(s) is working under the supervision of a skilled journeyworker; monitoring and evaluating the apprentice(s) job performance; and completing and submitting progress reports to the employer.

The Apprentice's supervisor and the Unit Apprenticeship Manager have the shared responsibility for coordinating the Apprentice's on-the-job learning and Related

Instruction to assure that the employing agency's obligations under the apprenticeship agreement are met by the home unit.

No apprentice will be allowed to work without journeyworker supervision.

SECTION XVI. - RECORDS AND EXAMINATIONS – 29 CFR 29.5(b) (6)

Each apprentice will be responsible for maintaining their personal record of on-the-job learning (work experience) and related instruction (coursework). 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.

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, the Unit Agency Administrator may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the First Line Supervisor will initiate a performance improvement plan with the apprentice.

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.

SECTION XVII. - CONTINUITY OF EMPLOYMENT – 5 CFR part 351, subpart B

In the event it becomes necessary to discontinue or interrupt an apprentice's employment due to a reduction in the size of the Employing Agency's workforce, Federal law and regulation, applicable agency policies, and/or collective bargaining agreements shall be followed.

SECTION XVIII. - 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 collective bargaining agreement 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 XIX. - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - 29 CFR 29.5(b) (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 XX. - MAINTENANCE OF RECORDS - 29 CFR 29.5(b) (23)

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.

SECTION XXI. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - 29 CFR 29.5(b) (15)

To successfully complete the program, an apprentice is required to complete the Basic Academy, Advanced Academy, additional required courses, elective courses, required work process hours, and be certified as a Firefighter Type 1 (FFT1).

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 instruction and any additional documentation as may be required by the Registration Agency. In addition the Apprentice will be placed into a GS-5 Senior Firefighter position.

SECTION XXII - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(2)(d) and (e) and 29.5(b)(19)

The Registration Agency will be notified within forty-five (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 XXIII. - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(18)

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 promptly 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 fifteen (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 29.7.

SECTION XXIV. - AMENDMENTS OR 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 XXV. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b)(22) 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 collective bargaining agreements 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 twenty-one (21) days of violations. The NIJAC will make such decision(s) as it deems necessary in each individual case and within thirty (30) days of receiving the written notification.
- Both parties may also avail themselves of the negotiated grievance procedures of the applicable collective bargaining agreement 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 XXVI. - 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 instruction as provided under these Standards.
- F. Maintain physical fitness standards for the occupation.
- G. Maintain academic standards for all related instruction (coursework).
- 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 XXVII - 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 XXVIII. - SIGNATURE PAGE ADOPTING 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 Fire Apprenticeship Program Standards as of the last date written below:

Director, Fire and Aviation Management
United States Forest Service



By: Tom Harbour

Date: 16 JULY 10

Assistant Director, Fire and Aviation
Bureau of Land Management



By: Jim Douglas

Date: 8/4/10

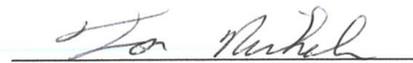
Chief, Branch of Fire Management
US Fish and Wildlife Service



By: Brian McManus

Date: 7/19/2010

Chief, Division of Fire and Aviation Management
National Park Service



By: Tom Nichols

Date: 7/19/10

President National Federation of Federal Employee



By: William R. Dougan

Date: 08-30-10

APPENDIX A – PART 1

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

The Work Process Schedule constitutes 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.

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. Forward the request through the Unit Apprenticeship Manager to the Agency Joint Apprenticeship Committee (AJAC).

The AJAC will review the information and make a recommendation to the National Interagency Joint Apprenticeship Committee (NIJAC). The NIJAC will make a final determination and the number of hours to be credited, if any. The crediting decision will be forwarded through the Agency National Coordinator to the Unit Apprenticeship Manager and apprentice and applied accordingly.

Credit for Previous Experience (see Section VIII)

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 processes 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		
Work Process Categories	Credit for Previous Work Experience - Maximum Hours	Total Required Hours
<p>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.</p>	20	40
<p>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. 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 240 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.</p>	1400	2800
<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>	10	20
<p>4. Review Local Plans Examples of activities that qualify for this category include: Fire Management Plans (FMP), Prevention Plan, Pre-attack, Cooperators, and Land Use Plans.</p>	10	20
<p>5. Wildland Fire Prevention/Education & Dispatch Both the Prevention & Dispatch work portions require 40 hours minimum each. Examples of activities that qualify for this category include: Fire investigation, school presentations, issuing permits, and public contacts. Dispatch functions such as: Initial attack, expanded, aircraft, intelligence, and recorder.</p>	60	120
Total Hours	1,500	3,000

APPENDIX A – PART 2

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

The Related Instruction Outline constitutes the course work portion of the apprenticeship program. The Apprentice shall complete a minimum of 562 hours in Related Instruction. There are five (5) components of Related Instruction:

- Prerequisite Courses for Basic Academy (Orient. + Min. of 38 hrs.) See Table 2
- Basic Academy Courses (Minimum of 160 hrs.) See Table 3
- Advanced Academy Courses (Total of 158 hrs.) See Table 4
- Additional Required Courses (Minimum of 86 hrs.) See Table 5
- Elective Courses/Exercises (Minimum of 120 hrs.) See Table 6

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 can not be applied toward the elimination of another required course/presentation/orientation.

Academic Standards

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

Credit for Previous Course Work (see Section VIII)

An Apprentice can be granted credit for previous Related Instruction if the course work was successfully completed within the previous three (3) years of the date on the Apprenticeship Agreement (registration date). The Apprentice must submit the request for credit for previous Related Instruction at the time of application and furnish such records, affidavits, or certificates to substantiate the claim. Courses completed more than three (3) years prior to entering the program can be credited if currency can be demonstrated.

NWCG Position Task Books

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

Prerequisite Courses for Basic Academy

An apprentice must successfully complete these prerequisite courses and orientation before attending the Basic Academy (Table 2). The Home Unit will provide these courses.

Table 2	
Prerequisite Courses for Basic Academy	Hours
Agency Specific New Employee Orientation	Agency specific
I-100 Introduction to ICS	2 - 4
S-130 Firefighting Training (includes L-180 Human Factors on the Fire line)	30 - 35.5
S-190 Introduction to Wildland Fire Behavior	6 - 8
Agency Specific Orientation + Total Hours	38 – 47.5

Basic Academy Courses

The apprentice must successfully complete all courses at the Basic Academy (Table 3).

Before attending the Basic Academy an apprentice shall:

- Successfully complete the prerequisite courses.
- 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).

The first-day of the Basic Academy an apprentice shall pass the final exam of S-190 at 70% or greater. Apprentices who fail this exam will be removed from the Basic Academy and Apprenticeship Program.

Basic Academy Courses	Hours
Academy Orientation	4
Basic Fire Prevention	20
I-200 ICS for Single Resource and Initial Action Incidents	18 - 24
L-280 Followership To Leadership	16
Nutrition, Wellness & Physical Fitness	32
S-131 Firefighter Type 1	8
S-190 Introduction to Wildland Fire Behavior (Final exam only)	1
S-260 Interagency Incident Business Management	16 - 20
Wildland Fire Skills:	45
• Map Reading & Compass Use	(14)
• Communications & Radio Use	(4)
• Hand tool Use	(12)
• Fire Shelters and Entrapment Avoidance	(8)
• Weather Observations	(2)
• Tactical Decision Making, Sand table Exercise	(4)
• After Action Review Brief	(1)
Total Hours	160-170

Advanced Academy Courses

The Apprentice must successfully complete all courses at the Advance Academy (Table 4). Before attending the Advanced Academy, an apprentice must successfully complete the Basic Academy Courses.

Table 4	
Advanced Academy Courses	Hours
Academy Orientation	2
Career and Personal Development	2
Fuels Management and Wildland Fire Use	20
L-380 Fireline Leadership	32
Physical Fitness	22
S-234 Ignitions Operations	32
S-270 Basic Air Operations	16
S-290 Intermediate Wildland Fire Behavior	32
Minimum Total Hours	158

Additional Required Courses

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

Table 5	
Additional Required Courses	Hours
S-211 Portable Pumps & Water Use	24
S-212 Wildland Fire Chain Saws	30
Aviation: Choose from one of the following in support of work process: <ul style="list-style-type: none">• S-271 Helicopter Crewmember• S-273 SEAT Manager• Completion of Smokejumper Rookie Training	32-40
Total Hours	86-94

Elective Courses/Exercises

The Apprentice must successfully complete a minimum of 120 hours of Elective Courses/Exercises (Table 6). The Home Unit is responsible for providing these courses/exercises.

Table 6.	
Elective Courses/Exercises	Hours
A-111 Flight Payment Document	1
A-112 Mission Planning and Flight Request Process	1
A-116 General Awareness Security Training	1
A-200 Annual Mishap Training	1
Aircraft Dispatcher	24
ATV Training (agency specific)	8
D-110 Dispatch Recorder	16
Driver Training	Max. 80
Engine Operator Training (BLM specific)	40
FI-210 Wildland Fire Origin and Cause Determination	36
First Responder Medical*	40
Forest Protection Officer	32
GPS for Fire Management	16
Hazardous Materials (Agency specific)	Max. 24
Hazardous Materials for 1 st Responders	16
Horsemanship Skills	8
I-300 Intermediate ICS	27
M-410 Facilitative Instructor	36
Remote All Weather Systems (RAWS) Maintenance	32
RX-310 Introduction to Fire Effects	36
S-200 Initial Attack Incident Commander	16
S-203 Introduction to Incident Information	29
S-215 Fire Operations in the Wildland/Urban Interface	28 - 32
S-230 Crew Boss (Single Resource)	24
S-231 Engine Boss (Single Resource)	12 - 16
S-232 Dozer Boss (Single Resource)	16 - 20
S-233 Tractor/Plow Boss (Single Resource)	16
S-244 Field Observer	20
S-245 Display Processor	8
S-248 Status/Check-in Recorder	16
	16

S-261 Applied Interagency Incident Business Management	
S-273 Single Engine Air Tanker Manager	32
S-336 Tactical Decision Making in Wildland Fire	24 - 32
S-390 Introduction to Wildland Fire Behavior Calculations	16
Self-Contained Breathing Apparatus (SCBA)	16
Wildland Fire Detection	8

** If pre-academy demand is sufficient to host this course, it will be scheduled as an OPTIONAL week at the Academy. Additional tuition will be assessed.*

Appendix B
ETA-671 Apprenticeship Agreement



APPRENTICE REGISTRATION-SECTION II

OMB No. 1205-0223 Expires: 01/31/2012

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 22)

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 30.3, 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

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) 4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino 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	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran 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
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female	7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Incumbent Worker <input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Trade Adjustment Assistance <input type="checkbox"/> Job Corps <input type="checkbox"/> School-to-Registered Apprenticeship <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Direct Entry: _____	
8. Signature of Apprentice Date			
9. Signature of Parent/Guardian (if minor) Date			

PART B: SPONSOR:

10. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code)	11a. Trade/Occupation (The work processes listed in the standards are part of this agreement).			
17a. Related Instruction (Number of Hours Per Year)	11b. Occupation Code		12. Term (Hrs., Mos., Yrs.)	13. Probationary Period (Hrs., Mos., Yrs.)
	14. Credit for Previous Experience (Hrs., Mos., Yrs.)		15. Term Remaining (Hrs., Mos., Yrs.)	16. Date Apprenticeship Begins
	17c. Related Training Instruction Source			
17b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid				

18. Wages: (Instructions on reverse)

18a. Pre-Apprenticeship Hourly Wage \$ _____ Apprentice's Entry Hourly Wage 18b. \$ _____ Journeyworker's Hourly Wage 18c. \$ _____

Check Box	Period 1	2	3	4	5	6	7	8	9	10
18d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.										
18e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>										

19. Signature of Sponsor's Representative(s) Date Signed	21. Name and Address of Sponsor Designee to Receive Complaints (If applicable)
20. Signature of Sponsor's Representative(s) Date Signed	

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

22. Registration Agency and Address	23. Signature (Registration Agency)	24. Date Registered
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25. Apprentice Identification Number (Definition on reverse):

Item 4.a. Definitions:

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:

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 7. Instructions:

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry apply. Enter "Incumbent Worker" if the individual before becoming an apprentice was currently employed full-time by the sponsor or entities participating in the apprenticeship program (Military). 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.

Adult. Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farmworker Programs.

Youth. Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas.

Dislocated Worker. Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation. It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

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.

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.

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.

HUD/STEP-UP. Developed in conjunction with the U.S. Department of Housing and Urban Development (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, fill in the name of the program.

Item 18. Wage Instructions:

18a. Pre-Apprentice hourly wage, sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

18b. Journeyworker's wage, sponsor enters wage per hour.

18c. Apprentice's entry hourly wage, (hourly dollar amount paid), sponsor enters this apprentice's entry hourly wage.

18d. Term, sponsor enters in each box the apprentice schedule of pay for each advancement period.

18e. Percent or dollar amount, sponsor marks one.

Note: 18b. 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 18e. of this agreement.

18d. 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 on-the-job learning and the related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

18e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example - 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 - 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 21. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.6(k)).

Item 25. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS), formerly known as the Registered Apprenticeship Information System (RAIS), 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 Program Assessment Rating Tool (2005) of 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 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, Employment Standards Administration, 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, Apprenticeship Information Management System (AIMS), which is now known as (RAPIDS) at the Office of Apprenticeship, U.S. Department of Labor. Data may be disclosed to a State Apprenticeship Council 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 estimate 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 1205-0223).

APPENDIX C

ACADEMIC STANDARDS

Apprentices will be required to pass all Academy course material at the NWCG standards. Apprentices must pass courses with a Pass/Fail test with a Passing grade. Students found cheating will be removed from the Academy and the Apprenticeship Program.

Introduction to Wildland Fire Behavior (S-190) is a prerequisite course for attendance at the Basic Academy. The final exam of S-190 must be passed at 70% or greater the first day of the Basic Academy. Apprentices who fail this exam will be removed from the Academy and Apprenticeship Program. **There will be No Re-Test for S-190.**

If an Apprentice fails any subsequent exam they will be required to retake that exam once. 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.