



American Fire Sprinkler Association

12750 Merit Drive, Suite 350, Dallas, Texas 75251

P: 214-349-5965

F: 214-343-8898

www.firesprinkler.org

Apprenticeship Training – Virtual Instruction Program

Thank you for recognizing the importance of educated employees. The AFSA Apprenticeship – Virtual Instruction Program is designed to support apprentices with the Related Technical Instruction (RTI) in a virtual format. This is combined with their on-the-job learning (OJL) to move towards becoming qualified fire sprinkler fitters. The following checklist will help guide you through the enrollment process.

Virtual Instruction Program Checklist

- ☐ Read and Initial the [Roles of Apprentice, Employer, and AFSA](#)
- ☐ Read and Initial the [Code of Conduct](#)
- ☐ Review and Initial the [Cancellation/Refund Policy](#)
- ☐ Review and Initial the [Replacement/Transfer Policy](#)
- ☐ Review and Initial the [Reinstatement Policy](#)
- ☐ Review and Initial the [Nonrenewal of AFSA Membership Policy](#)
- ☐ Complete [Assignment of Personnel Form](#)
- ☐ Complete [Hold Harmless](#) and [Employment Notification](#) Statements
- ☐ Confirm receipt of **RTI**
- ☐ Confirm receipt of **Virtual Instruction Program Guide**



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Roles of Apprentice, Employer, and AFSA

Employer Initials _____ Apprentice Initials _____

The success of your Student and this Virtual Instruction Program relies heavily upon three key parties over an approximate ten-month period:

- Apprentice (Student)
- Employer/Supervisor
- American Fire Sprinkler Association (AFSA)

As such, each party should be fully aware of the commitment the Program requires to achieve successful completion.

Apprentice (Student)

- Commit approximately 15 (fifteen) hours per month for 10 (ten) months to complete one level of RTI.
 - This will be a combination of webinars, self-study, performance tasks, and exams.
- Schedule accordingly to attend each live webinar (2 per month).
- Keep pace with Program activities, including performance tasks overseen by your Supervisor, as recommended in the Program.
- Pursue studies to attain passing scores of 70+ on each assessment administered by AFSA.
- Maintain professional appearance and demeanor.

Employer/Supervisor

- Vet and recruit the right candidate(s) for this Program.
 - Consider a probationary period and use of a promissory note before enrollment.
 - Template available in the **Virtual Instruction Program Guide**.
 - Evaluate appearance, attitude, and aptitude.
 - Apprentices reflect your company with others on the job sites.
 - Consider integrating an aptitude test in your hiring process.
 - These can measure verbal and written comprehension, general reasoning, and basic numerical operations.
 - One option is available **here**.
- Designate an in-house supervisor for the Student to oversee their training over the next 10 months. (See [Assignment of Personnel Form](#).)
 - Ideally, this person will also coordinate/confirm that the apprentice is on track with their performance tasks.



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- Adhere to activities and related timeline with regards to performance tasks as recommended in the virtual instruction program.
 - This ensures the Student keeps pace within the Program cycle and is aptly prepared as each new phase of this comprehensive Program begins.
 - Document on-the-job learning (OJL) in accordance with your DOL program, as applicable.
- ***Ensure Student availability for Program course work including all live webinars, performance tasks, and assessments.***
- Provide guidance, support, and feedback to Student throughout this training endeavor. Your recordkeeping and evaluation of Student progress is critical to ensure successful completion. (See [Assignment of Personnel Form](#).)
- Provide necessary safety training for apprentice(s). AFSA's curriculum is not to be relied upon as the sole source for safety training.

AFSA

- Deliver a virtual instruction program to include:
 - Instruction materials including the NCCER/AFSA Sprinkler Fitting curriculum books.
 - 40 hours of live, interactive web instruction.
 - This provides a live, virtual classroom experience for the Student where questions are asked and answered, challenging areas are discussed, and a thorough review in preparation for assessments is conducted.
 - Assessments to measure the Student's knowledge and retention of the subjects.
 - Supplemental resources to reinforce the material.
- Availability of experienced instructors via phone and email as needed to assist Students with challenging areas of study.
- Promotion and encouragement of character-building traits such as honesty, integrity, confidence, professionalism, neat appearance, organization, reliability, accountability, and credibility.
- Activities to strengthen communication skills, both written (for communicating through drawings and with design teams) and verbal (communicating within their teams).
- Certificate of completion for each level including the number of hours of instruction complying with the RTI.



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Code of Conduct

Employer Initials _____ Apprentice Initials _____

AFSA strives for productive learning environments in all their educational programs and events. The conduct of participants is key to achieving that.

Program participants agree to help foster an honest and fair setting for all students to learn. They will adhere to program policies and procedures. They will not misrepresent their professional qualifications, experience, or degree of responsibility for any work. They will avoid conflicts of interest whenever possible.

Any of the following actions may result in immediate removal from the Program:

1. **Cheating:** Using or attempting to use unauthorized materials, information, or study aids in a Program course or activity.
2. **Fabrication:** The falsification of any information provided during Program registration or any certification processes.
3. **Harassment:** This includes harassment, sexual harassment, and/or abusive conduct of any person based on race, gender, sexual orientation, disability, or any other status as provided by state or federal law.
4. **Violation of State or Federal Laws:** Any violation of a federal, state, or local law.
5. **Dangerous Conduct:** Any conduct that endangers the health or safety of another; this includes, but is not limited to physical abuse, verbal abuse, threats, intimidation, harassment, and coercion.

In addition, participants recognize that materials for this program are the intellectual property of AFSA. Participants should not knowingly infringe the intellectual rights of other parties.

AFSA does not condone and will not tolerate any form of discrimination or harassment. If you have been harassed, you have the right to file a complaint about any offending behavior. The complaint should be brought to AFSA management's attention. There will be no retribution or retaliation, in any form, against someone filing a complaint. All complaints will be handled promptly and investigated fully and objectively. Appropriate measures will be utilized for offenders.



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Cancellation/Refund Policy

Employer Initials _____

The enrollment fee for each student is non-refundable.

The following refund policies are in effect:

- If canceling up to 30 days prior to the first session of the Program, the tuition fee can be refunded.
- If canceling up to 14 days prior to the first session of the Program, a tuition refund less 20% will be issued.
- **No refunds** are issued within 14 days of the start of selected Program cycle.
 - *See Replacement/Transfer Policy below for additional options.*

Replacement/Transfer Policy

Employer Initials _____

In the event a Student does not successfully complete the current level of the apprenticeship program, the Employer is provided options:

- 1) When less than 25 % of lessons have been delivered, a Student can be added to the existing class (and will have to catch up through recorded sessions) or be added to the next available class for a fee of \$600.
- 2) When 25 % to less than 50 % of lessons have been completed, a Student can be added to the next available class for a fee of \$1100.

*If replacement books are also needed for the level, a fee of \$150 plus S&H will be assessed in addition to the option fee above.

One Student replacement or transfer is permitted per enrollment/registration. Replacements and transfers are not permitted once 50 % of the lessons for that level have been completed.

A fee of \$1,000 will be due for transfers from a sold-out Program prior to its launch.



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Reinstatement Policy

Employer Initials _____

In the event that a Student has to take a leave of absence from the current level of apprenticeship training, the Employer is provided the following options:

- 1) For an absence of 0-6 months, they can be reinstated without a fee.
- 2) For an absence of more than 6 months up to 24 months, they can be reinstated for a \$100 administrative fee with the next available class for their level.
 - If written notification is provided prior to the start of the absence, the fee can be waived.

In the event a Student has a leave of absence longer than 24 months, they will need to begin the current level again.

Nonrenewal of AFSA Membership

Employer Initials _____

In the event your company chooses not to renew AFSA membership while enrolled in the Program, a pro rata fee is charged to the Employer for Student(s) to continue.

The pro rata fee is based upon the nonmember tuition of \$2800/level, and is calculated at an additional \$80/month multiplied by the number of months remaining (there are 10 months total) at the time of dropped membership. For example:

If AFSA membership is dropped 4 months into the Program, \$480 is assessed.

If AFSA membership is dropped 8 months into the Program, \$160 is assessed.

This pro rata fee is due within 30 days of dropped membership. Nonpayment will result in Student **dismissal from Program**.

NOTICE TO BUYER

- 1) This agreement is a legally binding instrument only when the agreement is accepted, signed, and dated by both parties. Read complete agreement before signing.
- 2) You are entitled to an exact copy of this agreement.
- 3) AFSA makes no implied or expressed warranty that participation in this virtual training program will ensure passage of required state or federal certifications.
- 4) AFSA reserves the right to terminate a student's enrollment for unsatisfactory progress, nonpayment of tuition, or failure to abide established codes of conduct.



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Acceptance

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. My signature below signifies that I also recognize my responsibilities in regard to this agreement.

Employer Signature

Date

Employer Name (print)

Company Name

Program Cycle

Student Name (print)

Student Signature

Date

Student Email

AFSA Representative Signature

Date



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Assignment of Personnel

Please identify the following individuals involved with Student development:

Employer

Individual has chosen to invest company time and resources into Student by enrollment in the training program, and has facilitated the promissory note, if desired. This person assumes final oversight of all involved in the Student's training and development and will ensure AFSA receives notification of changes to relevant contacts.

Name: _____ Email: _____

Phone: _____

Apprentice/Student

Name: _____ Email: _____

Phone: _____

Supervisor

Individual is charged with direct supervision of Student to include on-the-job learning and program success. This person will serve to verify performance tasks, and complete and submit AFSA's OJT Evaluation Forms. Supervisor will participate in scheduled conference calls with AFSA instructor in the event of progress concerns. Supervisor is advised to conduct monthly evaluations with Student to: 1) review, verify OJT and course tasks completed during the past 30 days, and 2) determine target OJT tasks and course deadlines for the next 30 days.

Name: _____ Email: _____

Phone: _____

Administrative

Individual monitors Student training within the program including course completions, quiz scores, upcoming due dates, and ensure Student availability for live webinar events.

Name: _____ Email: _____

Phone: _____



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Indemnification and Hold Harmless for AFSA Virtual Apprentice Instruction Program

In consideration of the American Fire Sprinkler Association's (AFSA) allowing

_____, an employee of this company, to participate in the AFSA Apprenticeship Training Virtual Instruction Program, the company states the following: The company warrants and acknowledges that employee is an employee of the company and is not an employee of AFSA. The company warrants to AFSA that the said employee will be covered by the company's Workers' Compensation insurance, its General Liability policy and other applicable insurance. The company agrees to indemnify, save, and hold harmless the AFSA, its officers, directors, and employees from any and all claims, demands or causes of action that the said employee or any other person or company may assert for personal injuries, property damages, or any other claims arising out of, related to, or occurring during employee's participation in the AFSA Virtual Apprentice Instruction Program. Further, the company warrants that employee's participation in any on-location modules of the program will be treated as time worked for insurance purposes.

Employment Notification Statement

I further understand that in order for the above mentioned student to participate in the AFSA Apprenticeship Training Virtual Instruction Program, the student must be a current employee of my company. It is my intention to continuously employ this student through November 2023. However, if circumstances arise resulting in the termination or resignation of this student, I agree to notify AFSA immediately.

Printed or Typed Name of Company

By (name)

Title

Date