



AUTOMATED ACCESS SYSTEMS

**MASTER
TECHNICIAN**

RESIDENTIAL
COMMERCIAL SECTIONAL
COMMERCIAL ROLLING
ROLLING STEEL FIRE DOORS



IDEA APPRENTICESHIP PROGRAM

*U.S. Department of Labor approved
apprenticeship program for
Access Systems Technicians*

**INSTITUTE OF DOOR DEALER
EDUCATION AND ACCREDITATION**

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The Ultimate Training Program for Our Industry

**The U. S. Department of Labor – Approved
Automated Access Systems Technician Apprenticeship
Training Program**

A two-year process to gain federal recognition of our industry as a recognized professional trade has culminated with the enactment of an approved apprenticeship program available to door and access systems dealers.

The Automated Access Systems Technician Apprenticeship Training Program can provide many benefits to dealers who participate in this formalized course of instruction, but the greatest advantage is that new hires can be developed into complete technical professionals in two years. This gives participating dealers an exceptional advantage by reducing the training window and enabling new hires to become productive, profitable members of the door dealer work force in years less time than most dealers experience with traditional on-the-job training.

The AAST Apprenticeship Training Program combines on-the-job training with classroom instruction and self-study that is based on five levels of IDEA educational programs. These levels include Basic Residential Garage Doors and Operators, Advanced Residential Garage Doors and Operators, Commercial Sectional Doors, Commercial Rolling Doors and Rolling Steel Fire Doors.

Upon completion of the apprenticeship program, each graduate will also be awarded the newly minted and high distinguished Automated Access Systems Master Technician credential, established as the highest form of professional recognition in the industry.

If you are a professional door dealer with the highest level of commitment to excellence, you owe it to yourself to investigate this program. Never before has an industry-produced training system existed that enables dealers to produce highly trained, skilled professionals through a formalized system of instruction that is recognized by the U. S. Department of Labor. This apprenticeship program represents a turning point in the door and access systems industry in gaining the respect and recognition of professional door dealers and technicians.

IDEA Apprenticeship Program

Apprenticeship Fundamentals – How the Program Will Work

There has been significant interest among dealers regarding the new industry apprenticeship program that was approved by the U. S. Department of Labor. This program offers dealers benefits and advantages in many types of bids, public projects and overall competitiveness. However, the Automated Access Systems Technician Apprenticeship Training Program is first and foremost the **ultimate training system** for serious, long term players in the door and access systems industry.

That is the first thing to know about this program. The AAST Apprenticeship Training Program is for diversified, serious dealers only. The size of the company is not important, but one must be committed to a comprehensive training program that includes classroom and on-the-job instruction covering residential garage doors, commercial rolling doors, rolling steel fire doors and commercial sectional doors.

Apprenticeship providers (dealers who take part in the program) must also agree to provide forklift and manlift training, Train-the-Trainer classes for all eligible technicians and document that all of this training is provided. In return, participating dealers will have a permanent, professionally trained, highly skilled and independently certified work force that represents the best the industry has to offer. If this is the type of company image you want to project, the AAST Apprenticeship Training program is for you, and the following will provide you with a brief summary of how the program will work.

FAQs...

HOW DO I START AND WHAT IS THE PROCESS?

First, understand that the IDEA curriculum and apprenticeship standards have already been approved by the federal government. By using this curriculum and abiding by the ASST Standards of Apprenticeship, your company needs only to register with your local Office of Apprenticeship. To find the agency nearest you, go to www.doleta.gov/OA/stateoffices.cfm. You will find contact information, including state directors, phone numbers and e-mail addresses.

WHAT TRAINING IS REQUIRED UNDER THIS PROGRAM?

You will be required to provide training on the four major disciplines as addressed by IDEA Technician Certification programs. These study materials comprise the bulk of the classroom and self-study portion of the program. You will also supplement and reinforce this training in the field, and document completion of each step in the process via a successful passing score in all four certification exams.

This is a two-year program and the key to compliance is documentation of the training, as specified in the apprenticeship standards.

WHAT ARE THE COSTS ASSOCIATED WITH THE PROGRAM?

IDEA has made it cost effective and affordable for dealers of all sizes to participate in this program, by developing a pricing structure that first reduces the cost of each course of study compared with standard certification, and establishes accounts for each individual that protects dealers in the event an individual leaves the company without completing the apprenticeship program.

The total cost of the program is \$750 per person, allocated as \$150 for administrative expense and \$150 for each of the four certification levels. Upon applica-

tion of an individual apprenticeship, the \$750 fee is payable to IDEA, who will establish an account for that individual. The \$150 administrative expense will then be deducted, leaving \$600 in the account. As each level of training/certification is completed, an additional \$150 will be deducted from the account. If the individual leaves the company prior to completing the apprenticeship training program, the balance will remain in the account and available to the dealer as a credit when making a subsequent apprentice application.

In other words, if an individual left the company after completing only the residential portion of the program, there would be a \$450 credit remaining. When the employing dealer hired a replacement and registered that individual into the program, there would only need to be \$300 paid to replenish the account and begin again.

HOW DOES TESTING HAPPEN?

Testing for apprenticeship applicants can be accomplished through any standard testing event or method available through IDEA. Additionally, testing for apprentices can be made by appointment, with IDEA providing on-site testing when other avenues are not convenient. This is not "on-demand" testing, but will be made available as schedules and availability allow.

The tests are the same used in the existing IDEA certification programs, and must be administered in a proctored environment. Apprentices passing certification exams are awarded the individual certifications as they progress through the program.

There is a grandfathering mechanism available for individuals already experienced in the various designations, but in order to qualify as an apprenticeship provider, the company would be required to make certification under each of the four disciplines available to those technicians. Those already holding one or more of the certifications would be provided with a credit for \$150 for any and all pre-existing certifications held.

IDEA Apprenticeship Program

WHAT DO I GET FOR ALL OF THIS?

Apprenticeship providers will be The Home of the Super Tech and offer the services of Automated Access Systems Master Technicians. The competitive advantages of possessing the highest level of skilled, trained and certified technicians available in the industry cannot be overstated.

Additionally, there are a variety of additional benefits that may be available. Many public bids require the use of labor through a federally-approved apprenticeship training program. If this applies to a large commercial door project, for example, an apprenticeship provider in our industry would not only meet the specification, but have an industry-specific apprenticeship program matching the products and services called for in the bid. There are state and federal programs that offer direct benefits to apprenticeship providers. Your State Office of Apprenticeship can tell you more about the benefits available.

WILL I BE SUBJECT TO GOVERNMENT ENFORCEMENT?

Apprenticeship providers are obligated to comply with the agreement as stated in the apprenticeship standards. This requires that all training be provided and documented as promised in the agreement and standards. Dealers who take this program seriously and document the training that is provided are not placing themselves in jeopardy of government interference or enforcement.

This is a subject that any interested employer can address with the local Office of Apprenticeship director, who will gladly explain the obligations of the employer and the employees, and what both can expect. In short, apprenticeship is a two-way commitment between an employer and employee, supported and encouraged by the Office of Apprenticeship and the door and access industry.

AAST Curriculum Outline

Level 1 - Residential Garage Doors and Operators

- A - Company Policies
- B - Introduction to Safety
- C - Truck, Tools and Equipment
- D - Math and Measurements
- E - Job Quality and Technical Basics
- F - Installation and Service Competency
- G - Residential Garage Door Operators
- H - Terminology: Residential Garage Doors and Operators

Level 2 - Residential Garage Doors and Operators

- A - Introduction to Safety
- B - Supervisory Skills
- C - Insurance Basics and Risk Management
- D - Advanced Residential Installation and Service
- E - Advanced Operator Theory and Troubleshooting
- F - Wind Loads and Garage Doors

Level 3 - Commercial Sectional Doors

- A - Introduction to Commercial Sectional Doors
- B - Understanding Codes and Standards
- C - Materials and Finishes
- D - Product Components
- E - Installing a Commercial Sectional Door
- F - Methods of Operation
- G - Importance of Safety
- H - Commercial Sectional Door Terminology

Level 4 - Commercial Rolling Doors

- A - Introduction to Commercial Rolling Doors
- B - Understanding Codes and Standards
- C - Materials and Finishes
- D - Product Components
- E - Types of Commercial Rolling Doors and Methods of Operation
- F - Installing a Commercial Rolling Door
- G - The Importance of Safety
- H - Commercial Rolling Door Terminology

Level 5 - Rolling Steel Fire Doors

- A - History and Overview of Rolling Steel Fire Doors
- B - Understanding Codes and Standards
- C - Materials and Finishes
- D - Components
- E - Types of Fire Doors and Methods of Operation
- F - Automatic Closing Devices
- G - Obtaining the Correct Fire Door
- H - Importance of Safety
- I - Rolling Steel Fire Door Terminology



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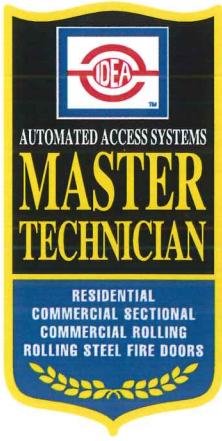


For questions about the IDEA Apprenticeship Program, or other IDEA Certification Programs, please visit our website:

www.dooreducation.com

Or contact us directly:

IDEA Headquarters
PO Box 236, West Milton, Ohio 45383-0236
Phone: (937) 698-1027
E-Fax: (877) 702-8097



IDEA Apprentice Enrollment Form

Automated Access Systems Technician

This form must be submitted for each Apprenticeship Applicant under the terms of the Apprenticeship Standards for each eligible employee. This form is for use by employers who have already registered their companies as Apprenticeship Training Providers with the U. S. Department of Labor, Office of Apprenticeship, or equivalent within the state of hire. Please review all of the terms and conditions of the Automated Access Systems Technician Apprenticeship Training Program, before completing and mailing this form.

Company Name _____

Mailing Address _____

Shipping Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Phone _____ Fax _____

E-mail address _____

Name of Apprentice _____

Date of Hire _____ Driver License # _____

State of Issuance _____

1. Apprentices must be under the employment of an eligible employer who has registered as an Apprenticeship Provider with the U.S. Department of Labor through the applicable state Office of Apprenticeship, or equivalent.
2. Payment of \$750 must be included with this form. IDEA will deduct \$150 upon receipt of the application and establish an account in the employer/apprentice name for the balance of \$600. Equal installments of \$150 will be drawn from this account upon successful completion of each of the four major certification components included within the AAST Apprenticeship Curriculum.
3. A copy of the AAST Apprenticeship Curriculum will be forwarded to the Apprenticeship Applicant upon receipt of this form.

Fees and Payment:

If paying by check, please send it with this form to: IDEA, Post Office Box 236, West Milton, OH 45383.

If paying by credit card, please complete the following information and mail or e-fax to: (877) 702-8097

Check/money order enclosed \$ _____

____ Mastercard ____ Visa ____ American Express ____ Discover

Card number _____ Security # _____
(3 or 4 digit number on back of card)

Name on card _____

Expires _____ Signature _____

04-2012

Return this form to:
IDEA
PO BOX 236
WEST MILTON OH 45383-0236
or e-fax to: (877) 702-8097