

# 2024 EMPLOYERS GUIDE TO THE NATIONAL CHIMNEY SWEEP GUILD CHIMNEY SWEEP TECHNICIAN APPRENTICESHIP PROGRAM

Description, Applications, Class Resources





# 2024 NCSG Employers Guide To Apprenticeship

O\*NET-SOC CODE: 37-2011.00 RAPIDS CODE: 2022HY

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## Why Apprenticeship

- Education in the industry has been “take what’s available when and where you can. Although the education is excellent it is haphazard.
- There’s never been a learning path from Hiring to Journeyman in the Chimney Industry. Those entering our workforce have no way of knowing where they are on the path. It varies widely from company to company.
- The learning path becomes more consistent across the industry. In the future, if an employer has a Registered Journeyman chimney sweep, who moved from another area of the country, who applies for a job, there is a known quantity for their “experience”.
- The two year Registered Apprentice Program (RAP) includes 4000 hours of work in the field and 288 hours of classroom subjects. Someone coming into the program with previous classroom experience may be granted credit for them on a case by case basis.
- CCP certification is scheduled at about 6 months. CCJ is at the end when the candidate has reached the course completion. This is like other trades with apprentice programs such as plumbers, electricians, masons, and HVAC.
- Education can be from any source, not only NCSG, with approval from NCSG. NCSG is building a library of course materials which allows much of the training to be done by the employer in house, limiting travel costs and missed workdays.
- The program is both competency and classroom based (hybrid). Supervised field work is required.
- The program has elective competencies depending on the company priorities. For example, one company may do a lot of masonry, and another may do pellet or gas service. Every sweep should know something about all aspects but may “major” in ones the company emphasizes.
- There are regularly scheduled pay raises as a person progresses. This is a percentage rate based on the supervisor (journeyman) scale at the company. An Apprentice has clear knowledge of what needs to be done and when the pay will be raised, but this is within the employer’s compensation plan and not based on other companies or parts of the country.
- A candidate’s progress must be tracked. If their program is interrupted, they can pick it up again.
- There may be financial incentives for hiring and placing workers in registered work programs on a state by state basis.



## 6 Steps To The NCSG Apprenticeship Program

### Step One: Is apprenticeship a good option?

The NCSG Guide to Apprenticeship offers a comprehensive overview of the program. Use this guide to determine if apprenticeship is a good option for your business. You may adopt this guide as the official handbook for your program. Licensing is through NCSG.

### Step Two: Journeymen, their role, and how to qualify them.

Identify your Journeyman(s).

A Journeyman is an individual who has been recognized within an industry as having mastered the skills and competencies required for the occupation.

As the apprenticeship program employer, you are responsible for identifying workers on your team who meet these qualifications. For the chimney industry, since we are just starting on this path and have no DOL recognized Journeymen, this person is the one who is in a supervisory role. This person will hold the CCJ certification, and other industry certifications, and previous successful class attendance may be required.

### Step Three: The Journeymen wage rate.

When an apprentice is registered in your program, they earn a percentage of the Journeymen wage rate. As the apprentice progresses through the program, their wage increases. Once the apprentice successfully completes the program, they earn a Journeymen credential and their wage increases to 100% of the Journeymen wage rate. In general this will be about double the starting wage, and may be more. There are ways to determine wages if a Journeyman is paid by performance.

### Step Four: Choosing a related instruction provider.

The apprenticeship program is 90% on-the-job learning, which is completed with the employer. The other 10% is related instruction hours, which may be completed by completing NCSG courses or courses from other approved industry providers. Some are classroom and some are hands-on.

### Step Five: Registering your program

NCSG's Standards are registered with the US Department of Labor Office of Apprenticeship, which makes registering your program in your state easy.

1. Each state has a designated representative to help you every step of the way.
  - a. Tell them you want to enroll an employee in a Registered Apprenticeship Program.
  - b. Give them these codes - Chimney Sweep  
O\*NET-SOC CODE: 37-2011.00 RAPIDS CODE: 2022HY
2. If your State does not have a State Department of Labor then contact the Federal DOL Labor:
  - a. contact Joseph P. Taylor, Program Analyst, at (202) 693-3960 or [taylor.joseph.p@dol.gov](mailto:taylor.joseph.p@dol.gov).  
Chimney Sweep  
O\*NET-SOC Code: 37-2011.00 RAPIDS Code: 2022HY

### Step 6: Tracking



The Apprentice and the Journeyman, partnering with the employer, must track progress along the apprenticeship path.

**U.S. Department of Labor**

Employment and Training Administration  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210



Mr. Bob Ferrari  
Director of Education  
National Chimney Sweep Guild  
1255 SW Prairie Trail Pkwy  
Ankeny, Iowa 50023

Dear Mr. Ferrari

Enclosed are your Revised National Guidelines of Apprenticeship Standards for National Chimney Sweep Guild. The Office of Apprenticeship has found these National Guidelines of Apprenticeship Standards to be in compliance with Title 29, Code of Federal Regulations parts 29 and 30.

We have enclosed a copy of the Revised National Guidelines of Apprenticeship Standards for your records.

We thank you for your efforts, and we value your commitment to the Registered Apprenticeship System.

Sincerely,

---

DAVID P. JACKSON

Director

Division of Standards and Quality

Office of Apprenticeship



## Guide To The Chimney Sweep Technician Apprenticeship Program

This Employer Guide to the Chimney Sweep Technician Apprenticeship program provides guidance to employers, journeymen, and apprentices, setting forth policies and procedures in the administration of chimney sweep technician apprenticeships within the National Standards of Apprenticeship.

### Purpose:

The National Chimney Sweep Guild (NCSG) has developed a National Standard for the Chimney Sweep Technician Apprentice Program to provide a recruitment and training tool for employers in the chimney sweep industry. These Standards are registered with the US Department of Labor – Office of Apprenticeship.

Chimney sweep companies may enter the DOL recognized NCSG Apprentice program or use the guidelines to register and sponsor their own apprenticeship program with the US Department of Labor. The chimney sweep technician apprentice program offers comprehensive training, enhanced skills, attain accredited certification credentials, and establish a workforce of professional chimney sweep technicians.

### Introduction:

#### *What is an Apprenticeship?*

An apprenticeship is a nationally recognized training and education program in which an individual completes a combination of on-the-job training, classroom instruction, and professional development to earn a Certificate of Completion in Apprenticeship, awarded by the U.S. Department of Labor. This certificate is often referred to as a journeyman credential. The apprentice is granted the privilege of earning income as a full-time employee while acquiring skills in a specialized craft. The apprentice works with a journeyman for a specified period during which they gain knowledge and expertise.

Apprenticeships are a collaboration among the employer, who provides on-the-job training, the apprentice, who commits to working for the employer, and the related instruction provider, who delivers instruction.

The NCSG offers related instruction through our Chimney Sweep Technician Apprentice Training program, and some select Chimney Sweep Educational providers may also offer approved related instruction.

1. Time-based/Competency-based - Hybrid
2. The term of the occupation is 2 years, with an On-the-Job Learning (OJL) requirement of 4000 hours, supplemented by a minimum of 288 hours of related instruction.

### Accessing a Chimney Sweep Technician Apprenticeship program for your employees:

1. *Use the existing NCSG Chimney Sweep Technician Apprenticeship Program.*

You need at least one journeyman in your company to oversee and train apprentices during on-the-job training.

The NCSG administers program compliance.



2. Become a Formal Chimney Sweep Technician Apprenticeship Program Sponsor. This is a more or less DIY program. You utilize this guide and the NCSG Chimney Sweep Technician Apprenticeship Training program to assist in establishing and managing the program, as well as providing related instruction. *You must adhere to the policies and procedures outlined in this guide in alignment with the National Guideline Standards.*

NOTE: The Local Program Sponsor must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors Reference Guide.”

**(DIY) Sponsors shall:**

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these Standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of 29 CFR § 29.7. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge, and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Provide each apprentice with a copy of these Standards, Requirements for Apprenticeship Sponsors Reference Guide, Appendix A, and any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these Standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated Standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.



- Adhere to Federal, State, and Local Law Requirements -- The Office of Apprenticeship's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Office of Apprenticeship under 29 CFR § 29.8.

Sponsors may, at their discretion, establish an Apprenticeship Training Committee (ATC) to carry out the responsibilities and duties as described herein. (Based on the policy of the local program sponsor utilizing these National Guideline Standards).

- If an ATC is established by the Sponsor, a list of the membership and the areas of expertise they represent must be provided to the Registration Agency. While the Office of Apprenticeship recommends that Sponsors utilize the services of an ATC, a Sponsor may also elect to administer the program without the services of an ATC.

### **Chimney Sweep Policies and Procedures Guide:**

To qualify as an eligible chimney sweep technician apprentice, applicants must meet the following criteria:

1. Be at least 18 years old.
2. Provide evidence of high school completion, GED, or an equivalent qualification.
3. Have legal eligibility to work in the United States.

*A driver's license* is not mandatory at the time of application but may be required by the time the apprentice starts working. Employers may insist on a valid driver's license when placing an apprentice.

*Substance Abuse Test* - Apprentices are subject to the substance abuse policies of their employer. Most employers conduct substance abuse screening during the interview process and implement random testing.

#### *Work Process Schedule* and Related Instruction Outline

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. It is NOT required that Apprentices be paid for hours spent attending related instruction classes *depending on the policy of the employing company* using these National Guideline Standards.





The requirements for the chimney sweep technician apprenticeship are outlined in the National Guideline Standards and Appendix A. The program mandates the completion of 4000 hours of on-the-job training under the guidance of a participating employer, supervised by a journeyman, along with an additional 288 hours of related instruction.

### *Credit for Previous Experience*

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. Yes. NCSG will qualify previous experience on a case by case basis. Apprentices may be granted credit for relevant college, university, or technical school courses, including instruction during a previous apprenticeship program.

The apprentice must present documentation of education and training to the employer and program sponsor for approval prior to the end of the probationary period. If approved, credit will be granted for relevant course work, reducing the remaining requirements for the apprenticeship. Any credits awarded shall advance the apprentice to the wage rate such credit entitles the apprentice according to your apprentice wage rate schedule.

Apprentices may be granted credit for prior relevant work experience, including work during a previous apprenticeship program. The apprentice must present documentation of experience to the employer and program sponsor for approval prior to the end of the probationary period. Documentation must include the nature of the work experience including duties, responsibilities, and tasks related to chimney sweeping. If approved, credit will be granted for prior work experience, reducing the remaining requirements for the apprenticeship. Any credits awarded shall advance the apprentice to the wage period such credit entitles the apprentice according to your apprentice wage rate schedule.

**Transfer Policy** The transfer of an apprentice between you and other apprenticeship program sponsors (such as other employers) that offer apprenticeship programs, must be based on an agreement between the apprentice, the employer, and the other apprenticeship program sponsor. It also must comply with the following requirements:

1. The transferring apprentice must be provided a transcript of related instruction and OTJ learning from the original sponsor.
2. Transfer must be to the same occupation, so a chimney sweep technician apprentice can only transfer to another Chimney Sweep Technician Apprenticeship program.
3. A new apprenticeship agreement must be made when the transfer occurs.
4. The apprentice must receive credit from the new sponsor for the training already satisfactorily completed as noted on the transcript.

### *Probationary Period*

Every applicant selected for apprenticeship will serve a probationary period which may not exceed 25 percent of the length of the program or 500 hours, whichever is shorter.



### *Ratio of Apprentices to Journeymen*

The apprentice to journey worker ratio is: 2 Apprentice to 1 Journey worker.

### *Journeyman*

A journeyman is an individual who holds a Certificate of Completion of Apprenticeship issued by the US Department of Labor Office of Apprenticeship. Since the Chimney Sweep Apprentice Program has had no officially recognized program the Journeyman shall be the person who functions as the Supervisor, and who has passed the NCSG CCJ, CCR, and CCP exams. The Guideline Standards necessitate the presence of one or more Journeymen within your company. Employers should identify individuals who meet the journeyman qualifications. Journeymen should possess substantial experience and the ability to mentor an apprentice in the work processes detailed in Appendix A of the National Guideline Standards.

It is essential to carefully evaluate individuals' qualifications to serve as Journeymen. While this list is not exhaustive, it serves as a starting point for identifying qualified Journeymen within your organization. Examples of evidence for qualifying Journeymen without a Certificate of Completion of Apprenticeship issued by the US Department of Labor Office of Apprenticeship may be all, or a combination of:

1. Certificate of successful completion of the NCSG CCJ, CCR, and CCP exams,
2. Certificate of successful completion of the F.I.R.E. Certification
3. Certificate of successful completion of the NFI Wood, Gas, and Pellet certifications
4. Various CSIA certifications
5. Verifiable completion of other approved courses over a 6 year period
6. Other, as yet unlisted, competencies, experience, and certifications

In addition to the qualifications listed above, Journeymen should possess the ability to mentor and train others, demonstrate a strong work ethic, and embody the organization's culture.

### *Apprentice Wage Schedule*

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of a dollar amount of the current hourly journeyman wage rate in the company using this NCSG Apprentice Program.

- 1st 6 months + 500 hours plus completion of course schedule = [50%]
- 2nd 6 months + 1000 hours and CCP plus completion of course schedule =[65%]
- 3rd 6 months + 1500 hours plus completion of course schedule =[70%]
- 4th 6 months + 2000 hours and CCJ plus completion of course schedule = [\$100%]

These are minimum hourly wages and may be adjusted for commission or piece work, assuming all wages meet minimum wage standards.

### *Responsibilities of the Apprentice*

1. Agree to abide by the NCSG Code of Ethics, a higher standard of morality at all times, recognizing the significant investment of time, resources, and effort made to provide this opportunity for learning a skilled occupation.
2. Diligently adhere to the provisions of the Apprentice Standards.
3. Complete on-the-job training as specified, under the guidance of a qualified journeyman.



4. Maintain documentation of on-the-job training in collaboration with the assigned journeyman, your employer, and the NCSG.
5. Fulfill the related coursework requirements of the Standards.
6. Provide evidence of related instruction and related work experience in the form of a certificate, official transcript, or other suitable documentation if applying previous work experience.

*Suspension* of apprenticeship is offered as a temporary solution in instances where the apprentice experiences a lay-off or loss of employment. The apprentice may immediately continue the program once they regain access to employment or related instruction courses.

You may *cancel the apprenticeship program* at any time. You must notify apprentices of the cancellation within 15 days of making the decision. If you are approved as an Apprenticeship Program Sponsor you must also notify the US Department of Labor.

A chimney sweep technician apprentice who voluntarily or involuntarily had their apprenticeship program suspended or cancelled may ask for *reinstatement*. This is permissible and often happens when the apprentice regains access to employment or regains access to related instruction courses.

*Completion of the program* occurs when the apprentice has:

1. Completed all their work hours.
2. Completed the competency check lists .
3. Completed all modules of the related instruction.

*An extension* occurs when an apprentice, who wishes to complete their apprenticeship, requires additional hours to finish their work competencies or related instruction modules.

Examples of situations that call for an extension may include:

1. The apprentice is not making satisfactory progress toward demonstrating competency and needs additional training time.
2. The apprentice fails a test and requires additional time to complete related instruction.

### *Reciprocity of Apprenticeship Programs*

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

### *Exit Interview of Chimney Apprentice Upon completion of all required on-the-job training and related instruction*

You must review the apprentice's qualifications for completion. At the exit interview, complete the following:



- Verify the credential to ensure accuracy and review the registration date.
- Verify 4000 hours of on-the-job training have been completed with Journeyman approval
- Verify 288 hours of related instruction were completed through the NCSG Apprenticeship Training program or a program approved educational provider.

If the apprentice successfully meets the above criteria, make a formal recommendation of completion to the U.S. Department of Labor. They will issue a certificate of completion and journeyman credential.

**A. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14**

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice’s participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or Standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

- 1. Complaints regarding discrimination.** Complaints must contain the complainant’s name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within **300** days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

*U.S. Department of Labor, Office of Apprenticeship  
200 Constitution Ave. NW, Washington, DC 20210  
Telephone Number: (202) 693-2796  
Email Address: ApprenticeshipEEOcomplaints@dol.gov  
Point of Contact: Director, Division of Registered Apprenticeship and Policy  
Attn: Apprenticeship EEO Complaints*

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 30 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification:

Name: **National Chimney Sweep Guild**  
Address: **1255 SW Prairie Trail Pkwy**  
**Ankeny, Iowa 50023**  
Telephone Number: **(317) 837-1500**  
Email Address: **education@ncsg.org**



*Local program sponsor* will recruit and select applicants either through an internal process for incumbent workers or will make the apprenticeship opportunity available to the public and external organizations through outreach efforts, job fairs, web-based activities, and collaborative partnerships. *Local program sponsor* will work with community-based organizations; educational institutions, such as community colleges, technical schools, and high schools; workforce organizations; or other partners to create appropriate outreach and positive recruitment efforts that would reasonably be expected to increase underrepresented population participation in the apprenticeship. *The local program sponsor* will identify the steps it intends to ensure that the opportunity is accessible. *The local program sponsor* will undertake a significant number of activities to enable it to meet its obligations under 29 CFR § 30.4(c).

**Non-Discrimination Policy and Statement:** The recruitment, selection, employment, education and training offered shall be without discrimination because of race, color, religion, sex, sexual orientation, gender identity and expression, age, physical handicap, marital status, or arrest and court record which does not have a substantial relationship to the functions and responsibilities of the prospective or continued employment, provided that this Organization may refuse to refer for employment or training an individual for good cause relating to the ability of the individual to perform the work in question or for refusing to be in uniform as mandated by the profession. This Organization will take affirmative action to provide equal opportunity to all programs, as required by Federal and State law.

Acknowledgement I have read and understand this Apprenticeship Agreement.

\_\_\_\_\_ Apprentice Name

\_\_\_\_\_ Apprentice Signature and Date

The NCSG administers program compliance.



## NCSG Chimney Sweep Technician Apprenticeship Program Application

Company Name and address: \_\_\_\_\_  
\_\_\_\_\_

Owner: Name and contact info: \_\_\_\_\_  
\_\_\_\_\_

Responsible Person for this program \_\_\_\_\_

Contact email and phone \_\_\_\_\_  
\_\_\_\_\_

### Personal Information:

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Employment Information:

Current Position: \_\_\_\_\_ Department: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Contact: \_\_\_\_\_

### Education and Qualifications:

- Highest Level of Education Completed:
  - High School Diploma \_\_\_\_
  - GED \_\_\_\_ Some College \_\_\_\_ College Degree (Specify): \_\_\_\_\_
- Can you provide proof of eligibility to work in the U.S.?
  - Yes    No
- Have you undergone any substance abuse screening?



- Yes    No

**Training Agreement:**

I understand that, if selected for the Chimney Sweep Technician Apprenticeship Program, I will be required to complete a two-year apprenticeship consisting of 4000 hours of on-the-job training and 288 hours of related instruction. This is no small commitment. It's possible that your employer will pay you for study and class time. Find out from them before committing. There are four wage raises built in as you finish your time and competencies. Some training may require you to travel. A Journeyman technician has a satisfying and well compensated career. The Apprentice program allows you to earn while you learn.

I agree to abide by the policies and procedures outlined in the program guide and commit to fulfilling the responsibilities of an apprentice.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



### Model Apprentice Model Tracking Form

Apprentice **Submission of Progress** is to be sent every 90 days to:

National Chimney Sweep Guild

1255 SW Prairie Trail Pkwy

Ankeny, Iowa, 50023

| [office@ncsg.org](mailto:office@ncsg.org)

Apprentice Name/signature: \_\_\_\_\_

Company name and Address: \_\_\_\_\_

\_\_\_\_\_

Supervisor/Journeyman Name/Signature \_\_\_\_\_

Apprentice Start Date: \_\_\_\_\_

Current Date: \_\_\_\_\_

Apprentice Current Hours OTJ: \_\_\_\_\_

Certifications Earned (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Completed Classes since last Report:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____





**Appendix A**  
**ON-THE-JOB And Classroom LEARNING**  
**OCCUPATION TITLE: Chimney Sweep**

Related Instruction As part of the apprenticeship program, apprentices complete a career-focused self-study instruction known as the Chimney Sweep Technician Apprentice Training program. This program is developed by The National Chimney Sweep Guild (NCSG). The related instruction consists of 288 hours of coursework and constitutes ten percent of the program. Alternatively, chimney sweep companies may opt to collaborate with select Chimney Sweep Educational providers that offer Chimney Sweep Technician Apprenticeship courses to fulfill the related instruction requirement.

Reporting On-the-job Training of Work Processes Apprentices are required to maintain an updated Training Log Book to accurately document their progress toward competency in the work process schedule. Achieving proficiency in a competency necessitates approval and a signature from a journeyman.

This Journeyman Guidebook offers guidance to Journeymen in administering the Chimney Sweep Technician Apprenticeship and provides instructions on using the NCSG Chimney Sweep Technician Apprentice Training program. It also includes useful tools that Journeymen can use for training apprentices and conducting assessments, such as Training Log Books, competency assessment forms, and related forms.

*If you decide to introduce any additional duties or work processes not covered in the Journeyman Guidebook or substitute comparable work processes that are not part of the standard training, these changes should be documented.*

The employer should review the Training Log Book during probationary reviews, disciplinary evaluations, and the final exit interview, if applicable. Consider conducting routine performance reviews to monitor the Training Log Book and ensure it remains current. Failure to maintain an updated and current Training Log Book can be cited as a reason for delaying pay increases.

In addition to the qualifications listed above, the journeyman should possess the ability to mentor and train others, demonstrate a strong work ethic, and pass the organization's culture to the next generation of chimney sweep technicians.



## Appendix A

### ON-THE-JOB LEARNING OUTLINE

#### Chimney Sweep

O\*NET-SOC CODE: 37-2011.00 RAPIDS CODE: 2022HY

Some classes are provided in-house and some are from external sources, depending on the company structure and resources.

#### Color Coding

In House Training

Classroom or Online

Hands-On Instruction or virtual reality

Outside Agency

Mix of venue per company capability

#### Instructions for entering the On-The-Job Learning Outline of the Work Process Schedule:

*Hybrid-based Occupation:* Please provide the Work Process Schedule below to include the Job Tasks (left column) required to complete the apprenticeship program with the approximate amount of time (right column) the apprentice will spend in each task.

#### Work Process Schedule:

#### Minimum Hours - Max Hours:

A. Orientation and Initial Foundation	40-60
1. Shop and company orientation (new hires)	
2. Punctuality and time tracking	
3. Uniforms and grooming	
4. History of the trade	
5. Ladder set up and safety	
6. Scaffold set up and safety	
7. Fall protection – set up, anchors, tools, self rescue	
8. Respirator and other PPE fit	
9. 1 <sup>st</sup> aid and job hazards	
10. Vacuums and clean up	
11. Drop cloth use	
12. Dust wall barrier set up	
13. Power tool safety	



14. Lifting and moving heavy objects
15. Local supplier location
16. Crawling attics and under houses
17. Safe Driving Practices
18. Fueling vehicles
19. Vehicle tool organization
20. How to measure
21. Basic math and geometry equations
22. Working with the office
23. Personal growth goals

## **B. Tools, Materials, and Basic Knowledge/Skills in the Trade**

**60-80**

1. Protecting the property – protection, work area clutter, and clean up
2. Staging jobs – loading and delivering materials, organizing jobsite for efficiency and safety
3. Basic building – and terms – framing with wood and metal, roofing types and pitch, carpentry tools
4. Cement board and drywall cutting and hanging
5. Basic Masonry - Use and operation of tools and materials, use of grinders, tuck pointing, brick rebuilds, masonry clean up, joints, Veneer stone, building crowns, tool clean up
6. Flue coatings for repairs
7. Introduction to stonework
8. Basic electrical work and tools, use of multimeter, basic electrical circuit testing and wiring, bench testing motors
9. Basic gas and pellet appliance system knowledge
10. Basic sheet metal work and tools



11. Basic gas piping (Optional) – threading tools, leak testing, flexible supply pipe certifications
12. Gas log sets
13. Scanning and camera use
14. Sweeping and maintenance tools
15. Various chimney and vent systems
16. House Physics
17. Combustion Chemistry
18. Carbon Monoxide
19. Spark arrestors
20. Animal removal
21. Company software mastery
22. Flashing, caulking, crown seal, flash seal
23. How to walk on tile or slate roofs
24. Replacing broken tile roof shingles
25. Trade partners – house cleaners, roofers, masons, other contractors
26. Permits
27. Sales path
28. Getting paid
29. CCP Certification

### C. Inspecting/Sweeping Masonry Solid Fuel Systems

700-750

1. Inspection levels, checklist, and process
2. Inspection verbiage
3. Foundation/hearth extension inspection and evaluation
4. Sweeping procedures – power sweeping tools and safety
5. Assessing damage sources – detective work
6. Dust control



- 7. Presenting to the client
- 8. Insurance reports
- 9. Estimating repairs
- 10. When a level 3 is needed – process in place before proceeding

**D. Relining Masonry Systems \*\* (Optional training if needed for state certification) 300-400**

- 1. Stainless liners – materials, sizing
- 2. Tile removal
- 3. Open fireplaces, solid fuel (wood or pellet), or gas inserts
- 4. Metal heat circulating fireplace removal – oxy-acetylene, propane, or plasma cutter.
- 5. Floor protection for cutting and demolition.
- 6. Use of demolition hammer
- 7. Personal safety when cutting sheet metal, dampers, fireboxes.
- 8. Damper replacement or repair
- 9. Terminations
- 1. CCR Certification

**E. Inspecting/Sweeping Factory-Built Systems 700-750**

- Factory built fireplace system general knowledge.
- Sweeping and inspection procedures
- Chimneys and vents
- Wood stove design and performance knowledge
- Gas appliance – basic millivolt – troubleshooting and service
- Advanced gas – electronic systems (Optional) troubleshooting and service NFI Gas certification (or others)
- Pellet stoves (optional) – troubleshooting and service – NFI Pellet certification (or others)



Factory built chimneys – types, aging, typical damage

Measuring for replacement

Remove and replace factory built fireplace and or chimneys

Attic inspections – access, hazards and safety,

Chase cover requirements and fabrication

Fuels – wood types, storage, and troubleshooting, gas type and

## F. Exterior Masonry Repair & Maintenance

500-550

1. Mortar matching
2. Veneer choices
3. Tuckpointing
4. Waterproofing
5. Pouring a crown
6. Full coverage cap
7. Architectural considerations
8. Extensions using an anchor plate to Class A transition
9. Local codes
10. Plumb and level
11. Joint finishing
12. Job staging
13. Mixing, hauling safety
14. Brick, block, and stone

## G. Factory-Built Fireplace/Chimney Repair & Maintenance

500-550

1. New appliance/chimney vent installation
2. Firestopping and attic shields
3. Support boxes
4. Offsets



5. Chases
6. Hearth requirements
7. Sizing the appliance
8. Understanding installation manuals
9. Make up air
10. Chase covers
11. Using laser tools
12. Cutting templates
13. Explaining what it will look like to the client
14. The sales process

## H. Masonry Fireplace Repair & Rebuild (Optional in Some Locations)

500-550

1. Tear downs
2. Rubble control
3. Foundation evaluation
4. Sales process
5. Flashing and crickets
6. Matching masonry
7. Firebox repair or rebuild
8. Facing rebuild
9. Mantles
10. Hearth extensions – size height, shape, and support

## I. Appliance Safety

100-150

1. Gas appliances – leak testing, electrical, type of gas, derating for altitude – freestanding, inserts, built in, remodel
2. Water heaters BTU rating and shared venting



3. Solid Fuel Appliances – freestanding, inserts, built in, boiler or furnace
4. Pellet appliances – freestanding, insert, built in, boiler or furnace
5. Oil fired appliances
6. Clothes dryer maintenance and venting

## J. Staging & Scaffolding

550-600

1. When to hire a professional scaffold company
2. Using Man-lifts
3. Debris slide dangers and set up
4. Bracing
5. Ridge hung scaffold , access tools/steps, and chicken ladders
6. Ladders on the roof
7. Raising materials
8. Transporting materials into and through the home

## K. Safety

100-150

1. Protect yourself – hazard recognition and controls
2. Protect the property – hazard recognition and controls
3. Emotional safety
4. Animals – pets and wild
5. Minors home alone
6. MSDS sheets
7. Clear contracts
8. Certified Chimney Journeymen CCJ

Total Approximate Hours: 4050- 4590



**Appendix A**

**RELATED INSTRUCTION OUTLINE**

**Chimney Sweep**

**O\*NET-SOC CODE: 37-2011-00      RAPIDS CODE: 2022HY**

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of hours that each course will last.

**Related Instruction Descriptions:**

**Approximate Hours:**

Related Instruction Descriptions:	Approximate Hours:
Chimney and Flue System Fundamentals & Functions, Combustion Chemistry, House Physics	16
Chimney Sweeping – Power Sweeping	20
Tools & Equipment of the Trade	12
Safety Fall protection, PPE, Procedures & Company Policies	16
Ladders & Staging (Types and Uses)	32
Inspections & Reporting, photos/scanning, Contract/proposal writing	36
Fireplaces – Anatomy, Use, Performance & Repair – masonry and factory built	40
Hearth Appliances– Anatomy, Use, Performance & Repair – solid fuel, gas, pellet, electric	24
Other Flues and Vents- dryers, water heaters, oil, pellet, gas, furnaces, boilers	8
Exterior Masonry Repairs	24
Elective Courses as Approved by NCSG & DOL - CCR and CCJ certifications, Gas and pellet classes and certifications, basic electrical, relining, office systems, welding/cutting, Sales presentation, basic math, carpentry/framing for rip and replace, There is a class as well as field experience for all skills in the “Work Process Schedule” above.	60
<b>Total Hours</b>	<b>288</b>

## Apprentice Class Availability

The National Chimney Sweep Guild offers various classes in person, online, and in VR to fulfill the training requirements for the National Apprenticeship Program. We have also partnered with CVC Success Group for both in person and online classes. Other providers may be approved in the future on a case by case basis for quality and appropriate curriculum.

### NCSG Classes

Class Name	Hours	CEUs	Style
House Physics – Under Pressure	8	6	In person/VR
Intro to House Pressure	1.5	1.5	In Person/VR
Roped Roof Access Authorized P	6	6	Hands On/Virtual
Roped Roof Access Competent A+	6 (12)	6	Hands On/Virtual/Online
Roped Roof Access Qualified A+C+	24 (36)	24	Hands On
Carbon Monoxide	1	1	In Person/Online/VR
Basic Combustion Principles	1.5	1.5	In Person/Online/VR
Pellet Service	6	6	Hands On
Basic Electrical	3	3	Hands On
Safety as Culture	1.5	1.5	Online/Live/VR
Ladder Set Up and use	2	2	Hands On/Online
Dryer Vent Service	6	6	Hands On
<i>Inspections</i> *Masonry Fireplace *Masonry Chimney with thimble *Class A to FS Wood Stove *Masonry wood insert with liner *Factory built fireplace and chimney	15	15	VR

Millivolt Gas Systems	6	6	Hands On
Metal Fireplace Cutting	6	6	Hands On
Masonry	40	36	Hands On
Respirators	1	1	Online
Basic Framing	8	6	Hands On
Class A Chimney Installation	8	6	Hands On/VR
Chimney Crowns	8	6	Hands On
Stainless liners to fireplace inserts	8	6	Hands On
R & R Factory Built Fireplaces	16	16	Hands On
CCP Resource Guide <a href="https://s3.us-west-2.amazonaws.com/national-chimney-sweep/CCP_SG_01.06.23_V1.pdf">https://s3.us-west-2.amazonaws.com/national-chimney-sweep/CCP_SG_01.06.23_V1.pdf</a>			<a href="https://certifiedchimneyprofessionals.com/resources">https://certifiedchimneyprofessionals.com/resources</a>
CCR Resource Guide <a href="https://s3.us-west-2.amazonaws.com/national-chimney-sweep/CCR_SG_01.09.23_V1.pdf">https://s3.us-west-2.amazonaws.com/national-chimney-sweep/CCR_SG_01.09.23_V1.pdf</a>			<a href="https://certifiedchimneyprofessionals.com/resources">https://certifiedchimneyprofessionals.com/resources</a>
CCJ Resource Guide <a href="https://s3.us-west-2.amazonaws.com/national-chimney-sweep/CCJ_SG_01.09.23_V1.pdf">https://s3.us-west-2.amazonaws.com/national-chimney-sweep/CCJ_SG_01.09.23_V1.pdf</a>			<a href="https://certifiedchimneyprofessionals.com/resources">https://certifiedchimneyprofessionals.com/resources</a>

## CVC Courses

Course #	Course Title	CSI A T	CSI A C	CSI A H&S	CSI A Com	CSI A Bus		NFI Ele c	NFI H&S	NFI T	
6235	Photo Progression for Max. Understanding				3			3			
6244	Gas Log Basics for the Chimney Technician	3.75	0.25					4			
6254	Chimneys 101 Intro to the World of Chimneys	1.5	0.5		2	1		5			
6260	House Pressure Issues and Resolutions	1.5	0.5		1					3	
6261	The Right Words to Win the Sale				1.5			1.5			
6277	How to Conduct a Morning Meeting				0.5	0.5		1			
6278	Proper Work Flow, Great Handoffs & Fumbles				0.25	0.75		1			
6280	Why We Reline Chimneys	1								1	
6281	The Process for Writing Successful SOPS				0.25	0.75		1			
6282	Qualifying the Customer on the SR Floor				1			1			
6296	Doc. Of the Factory Built Fireplace	2.75	0.75		0.5			4			
6308	Why are My Parts Not Here Again					1.5		1.5			
6317	Problem Solving Tactics and Strategies				0.5	0.5		1			

6327	Growing Old is Not for Sissies			1				1		
6332	Diag. & Anal. Approach to Mason. Chimney Failure	6	2.5		1	2.5			12	
6337	Anticipation is Part of the Sales Process				1			1		
6349	Strategic Planning Using the SWOT Process					2		2		
6408	Where we have been & Where we are going					1.25		1.25		
6434	2 Day NFI Gas Prep Class	6	3	2	1				12	
6514	CVC 100 Day New Hire Training Program				1.5			1.5		
6547	Office Training for Success				0.25	1.25		1.5		
6550	NFPA 211 Chimney Inspections		1.5					1.5		
6571	Firing The Customer: The when, the most common reasons why, the how to, the lessons				0.75			0.75		
6575	Rope Access Online			3					3	
6585	Telephone Skills for a Service or Retail Op				2			2		
6594	Real World Chimney Inspections		2		3				5	
6615	Processes for a Great Video Production				1			1		
6616	Processes for Virtual Quality Control					1		1		
6643	How to Do a Real Estate or Other Vendor Presentation				1			1		

6648	Make Their First Day The Most Productive Day In Their New Career					1		1			
6681	CVC NEW HIRE SUCCESS STRATEGY					0.75	0.75		1.5		
6688	CVC Direct Vent Service Protocol and Proces	1.5									1.5
6695	Disc Assessment, A Toll for Hiring, Team Building and Sales Success					0.75	0.75		1.5		
6696	Blue Collar Marketing, From Startup to Success						1.5		1.5		
6725	How to Double Your Sales Without Selling						0.25	1.25	1.5		
6745	How to Use Online Training Effectively					0.5	0.5		1		
6756	Chimney Inspections 411	0.5	0.5			0.5					1.5
6757	FINISHING & APPEARANCE OF THE RETROFIT FIREPLACE	6	2	2	2				12		
6758	Chimney inspections and report writing simplified with ChimSpect	0.75	0.25				0.5		1.5		
6770	NFI Gas Certification Review	1.5	1	0.5							3
6771	NFI Core Certification Review	1.5	1	0.5							3
6772	NFI HDS Certification Review	4	1	1							6
6773	NFI Wood Certification Review	1.5	1	0.5							3
6774	NFI Pellet Certification Review	1.5	1	0.5							3

6783	Sales--It's all in the Relationship					1		1			
6787	Onboarding 101: How to grow your team by doing things right from the beginning					1		1			
6801	Turning Field Assessments into Sales				0.5	0.5		1			
6809	Field Decision Making on Non-OEM Parts				1			1			
6979	No Sales Sales					1		1			
7013	CVC How to Sell Grills and BBQs					1		1			
7025	Identification Of Waste In The Business					1.5		1.5			
7058	10 GOLD NUGGETS FROM RIDE-A-LONG TRAINING					1		1			
7063	How To Move A New Recruit To A Skilled Technician					1		1			
7065	Becoming The Indispensable Leader	1			3	2		6			
7125	CVC Diagnostic & Analysis Path to Sales	4			4	4		12			
7127	How to Build An In-House Training Process					1		1			
7136	Pre Fab Change Out	0.5	0.5	0.25		0.25				1.5	
7141	CVC Dryer Vent Technician Training	1.5	0.25	0.25				2			
7142	CVC The Skill of Comprehension of Interior Chimney Documentation	1						1			

7144	CVC Communication Processes For Service Techs For Today & The Future				0.5		0.5			
7145	CVC The Challenges Of The Office In A Time Of Crisis				1.5		1.5			
7147	CVC There Are No Excuses For Failure				0.5		0.5			
7148	CVC The Top 6 Issues That Challenge Gas Technicians	2							2	
7149	CVC Chimney Sales for the New Normal				1		1		1	
7150	CVC Office Training Panel Discussion				1	1	2			
7153	CVC Gas Call Backs With Control Systems	2							2	
7155	Sales Leadership Tracking and Follow Up				2		2			
7156	Winning More Showroom Sales				2		2			
7157	Make it Easy How to sell more by eliminating customer confusion				2		2			
7158	Win More with a Marketing Strategy				1	1	2			
7162	CVC Gas Valve Failures and Diagnostics	2							2	
7165	CVC How To Conduct Facilitated Training				1		1			
7166	CVC Gas Guys Field Failure Tactics	2							2	
7168	CVC Documentary Of The Chimney Sweep In America				2		2			



7169	CVC Sales Drip System				0.5	0.25		0.75			
7170	Outdoor Living Sales	0.5				1.5		2			
7171	CVC Thrive Don't Just Survive				1	1		2			
7173	Gas Guys Trouble Shooting	2								2	
7175	CVC Documentary Of Chimney Relining	1	1					2			
7176	CVC Reacclimating to the Office			1		1			2		
7179	CVC Bob Wise Gas Tips For Call Backs	2								2	
7180	Outdoor Living Construction	1				1		2			
7181	Extending the Outdoor Living Season	1				1		2			
7182	Designing the Outdoor Living Area	1				1		2			
7183	CVC Anticipation and Culture May Be Your Missing Ingredient					2		2			
7184	CVC HOUSE PRESSURE ISSUES DIAGNOSIS & ANALYSIS	2	1	1						4	
7185	CVC DIGITAL COMMUNICATION PROCESSES				1	1		2			
7186	CVC TRAIN THE TRAINER				2			2			
7191	CVC Why Do Clay Flue Liners Crack	1	1							2	

7192	CVC Decision Making Regarding Inserts In Factory Built Fireplaces	0.75	0.5							1.25	
7194	CVC Evolution of the Smoke Chamber	0.5	0.5					1			
7201	CVC Gas Appliance Venting Tactics	2								2	
7203	CVC SALES SUCCESS 2020					6		6			
7219	CVC How To Be A Superstar CSR				2	4		6			
7220	CVC NFI Gas Prep	4	1		1					6	
7221	CVC How A Technician Becomes An Effective Trainer					0.5		0.5			
7230	CVC Using DISC to Communicate More Effectively				0.75	0.25		1			
7234	CVC Anticipation of Rejection and the Best Words to Counter				1			1			
7237	CVC 2020 The Year of Chaos					1		1			
7282	Livestreaming How To Do It Why Do It					1		1			
7284	The Value of a Loyal Customer					3		3			
7298	CVC Diagnosing Masonry Chimney Failure And Providing Sound Findings #7298	7	3		3	3		16			
7311	Basic Chimney Sweep Tech Training	6	3	4	3					16	

7342	Water Permeance in Masonry Chimneys - Beyond the Envelope	1.5						1.5			
7369	CCP Certified Chimney Professional Review	1.5	0.5	0.25	0.25	0.25				2.5	
7371	Certified Chimney Reliner Review	1.5	0.25	0.25	0.25	0.25		2.5			
7491	Why Flue Liners	1.5								1.5	
7506	How to Build a Relationship for Sales Success				3	3		6			
7570	21st Century Fireplace & Smoke Chamber Training	1						1			
7595	CVC SAFETY REVIEW FOR A SERVICE TECHNICIAN			4					4		
7620	CVC The Ins & Outs Of Outdoor Water Stoves & Boilers	0.75	0.25						1		
7643	CVC HOME SERVICE SUCCESS SUMMIT				3	3		6			
7686	Fire and Water Infrared Camera	1.25				0.25		1.5			
7933	Where Did the Money Go?					1			1		
		92	30.5	17.5	54.25	54.25	<b><u>249</u></b>	75.5	164.75	99.75	<b><u>264.5</u></b>