THE TOP OF THE 304

CALIFORNIA FIRE FIGHTER JOINT APPRENTICESHIP COMMITEE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION CDF 304 MONTHLY TRAINING REPORT FORM

REPORT FOR: 5/1/06 to 5/31/06	Name: Joe Fire	Name Chan	ge:	SSN: 4444
UNIT: Battalion-2 BTU Forest Ranch		JOB CLASS: Fire Apparatus Engineer		
JAC APPT. DATE: 5/1/05		YEAR IN APPRENTICESHIP: 2ND		

REPORT FOR: 5/1/06 to 5/31/06	Name: Joe Fire		Name Change:	SSN: 4444	
UNIT: Battalion-2 BTU Forest Ranch			JOB CLASS: Fire Apparatus Engineer		
JAC APPT. DATE: 5/1/05		Y	YEAR IN APPRENTICESHIP: 2ND		

1. Month, Day, AND Year (only 1 month per 304)

- 2. Your Name
- 3. Your Social Security # (Last 4)

REPORT FOR 5/1/06 to 5/31/06	Name: Joe Fire		Name Change:	SSN: 4444	
UNIT: Battalion-2 BTU Forest Rancl			JOB CLASS: Fire Apparatus Engineer		
JAC APPT. DATE: 5/1/05			YEAR IN APPRENTICESHIP: 2ND		

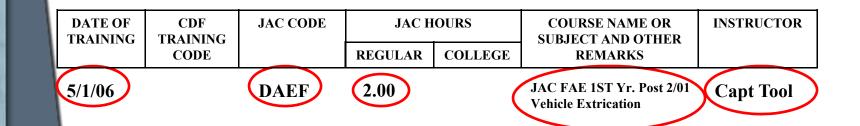
4. Unit and Assignment

5. Your Class Title (i.e. FAE, FAE(P), FF II, FF II (P)

REPORT FOR: 5/1/06 to 5/31/06	Name: Joe Fire		Name Change:	SSN: 4444	
UNIT: Battalion-2 BTU Forest Ranch	Battalion-2		JOB CLASS: Fire Apparatus Engineer		
JAC APPT. DATE: 5/1/05		YEAR IN APPRENTICESHIP: 2ND			

6. Your JAC Appointment Date7. Your year in the program

Regular Classes



All boxes are filled in properly on this 304.

INCORRECT

DATE OF TRAINING	CDF TRAINING	JAC CODE	JAC H	OURS	COURSE NAME OR SUBJECT AND OTHER	INSTRUCTOR
	CODE		REGULAR	COLLEGE	REMARKS	
5/1/06		DAEF	14.00		JAC FAE 1ST Yr. Post 2/01 Vehicle Extrication	Capt Tool

Never indicate on the 304 that you participated in training for more than 12 hours in a day. Any such extended training must be indicated on the form for two or more separate days. Any hours greater than 12 must have justification letter attached.

Coding For Substitutions

DATE OF TRAINING	CDF TRAINING	JAC CODE	JAC H	IOURS	COURSE NAME OR SUBJECT AND OTHER	INSTRUCTOR
	CODE		REGULAR	COLLEGE	REMARKS	
5/1/06		BBAA	8.00		SFM-Fire Control 3 Substitution for Fire Prev	CARR

Coding for Substitutions: Enter the codes for the class you are substituting for, not the class you actually took. You can note the actual class in the notes

Coding College Sponsored Courses

	DATE OF FRAINING	CDF TRAINING	JAC CODE	JAC H	OURS	COURSE NAME OR SUBJECT AND OTHER	INSTRUCTOR
		CODE		REGULAR	COLLEGE	REMARKS	
5	5/1/06		BBGA		8.00	Fire Investigation 1A	CARR

When the training is taken at or sponsored by a college, the 3rd letter of the JAC Code must be changed to the letter "G". Hours will be recorded as college hours. Train Tracker will automatically do so when you mark the college box

Example- the code for Haz Mat is "OBAE", taken at a college the code will be "OBGE".

Signatures on the 304s

REPORT VERIFICATION:

John Doe Bob Bigboss EMPLOYEE SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE UNIT INSTRUCTOR OF RECORD

The employee, the Supervisor or Battalion Coordinator must sign the form before sending to the Training Bureau. By signing you are verifying the training took place.

- Fill in all appropriate blanks.
- Must have both date, month, and year.
- Only one month per 304.
- Total number of hours of training on the bottom of each 304.
- Do not use the "Non JAC Hour" box.

- Never use "VAR" for class code letters.
- Never indicate more than 12 hours of training for one day.
- Employee and Supervisor must sign before sending the 304 to Training.

- You must be on duty the day of training. Your time sheet must show you on duty.
- Always keep copies of your 304s.
- College training- if the training is being sponsored by, or taken at a college, the 3rd letter in the JAC code must be a "G".

- Coding for substitutions- enter the code for the class you are substituting for, not the class you actually took.
 - Do not staple 304s together, paper clip if necessary.

- 304s must be turned in monthly.
- Make sure you are using the correct coding syllabus (2001 vs 2006)
- You can log hours on upcoming year of apprenticeship. Example- do not log 20 hours of hose evolutions on your first year when you need it in your 2nd and 3rd year.
- Only send in one copy to Training.

By properly filling out your 304s in a clear, complete, and legible manner, it will cut down on the problems you may face when trying to reconcile your records when you want to complete your JAC program.

Your cooperation is greatly appreciated!!!