

## **CAL FIRE SUBJAC HANDBOOK**

**4100**

(No. 6 February 2007)

The purpose of this handbook is to provide an overview of the apprenticeship program for employees classified as Fire Apparatus Engineer (FAE) and Fire Fighter II (FFII), including paramedic classes. This handbook will explain the components of training and documentation that are necessary to satisfy the requirements of the CAL FIRE apprenticeship program.

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## **INTRODUCTION**

(October 2003)

**4101**

Apprenticeship programs in the fire service are a collaboration of management and labor working together to develop a program that offers uniformity and consistency in firefighter training. When a California fire department and its labor association or union subscribe to an apprenticeship program, they are agreeing that their apprentices will receive education and training according to the California Fire Fighter Joint Apprenticeship Committee (CFFJAC) standards that parallel those of the State Board of Fire Service and National Fire Protection Association.

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## DEFINITIONS

4102

(No. 6 February 2007)

**ACADEMY TRAINING** - Basic intensified classroom instruction and drill ground training taught at the CAL FIRE Academy and approved by CFFJAC. This training prepares an apprentice to begin the work processes for a specific occupation.

**APPRENTICE** - A person who has signed an apprentice agreement with the Joint Apprenticeship Committee and who is registered with the Department of Industrial Relations Division of Apprenticeship Standards to be trained to become a journeyman in conformity with the California Fire Fighter Joint Apprenticeship Committee Standards.

**APPRENTICE AGREEMENT** - A written agreement, registered with the Department of Industrial Relations Division of Apprenticeship Standards, between the apprentice, the California Fire Fighter Joint Apprenticeship Committee, Department of Industrial Relations Division of Apprenticeship Standards and the employer.

**BLANKETED-IN EMPLOYEE** - When CAL FIRE enters into a new cooperative fire agreement; the local government employees who previously performed the work assumed by CAL FIRE are transferred or "Blanketed- In" to state service by State Personnel Board resolution. The determination of apprenticeship status lies with SubJAC and is accomplished through a review of the affected employees training, education and work history.

**BFC 1A** - Basic Fire Control 1A one week CDF Academy class, covering Administrative subject matter and including: EEO, Progressive Discipline and I-200

**BFC 1B** – Basic Fire Control 1B three week CDF Academy class covering structural firefighting including; hose practices, SCBA, ladders, confined space awareness and rescue

**BFC 2A** - Basic Fire Control 2A three week CDF Academy class, covering pumping and driving skills on CDF Apparatus

**BFC 2A Challenge** - Basic Fire Control 2A four day challenge, equivalent to BFC 2B CDF Academy class

**BFC 2B** - Basic Fire Control 2B module three week CDF Academy class, covering Wildland topics including: S-290, strategy and tactics, maps and I-Zone firefighting

**BFC COORDINATOR** - The Coordinator for Basic Fire Control courses. Functions as the Instructor of Record for apprentices while they attend BFC courses at the Academy.

**CANCELLED AGREEMENT** – Apprentice agreement is terminated.

**CATEGORY I** - Knowledge and skills essential to the safety of employees, their crews and the public. Lack of knowledge or skills in these subjects would substantially increase the risk of injury, death, or serious property damage.

**CATEGORY II** - Knowledge and skills needed for successful performance of specific operations and evolutions used as a building block for more technical training given in subsequent classes. Tasks in this category normally entail less risk of injury, death, or serious property damage than for Category I classes.

**CFFJAC** – See JOINT APPRENTICESHIP COMMITTEE

**COMPANY OFFICER ACADEMY (COA)** - Basic Fire Control six week CAL FIRE Academy

**COURSE INSTRUCTOR** – Person conducting training who should be qualified to instruct by meeting one of the Education Code requirements identified in [Section 4150, Instructor Qualifications](#).

**FIREFIGHTER ACADEMY (FFA)** - Basic Fire Control six week CAL FIRE Academy

**FIREFIGHTER CHALLENGE (FFC)** – Basic Fire Control two week challenge equivalent to CAL FIRE Firefighter Academy

**JAC SUPERVISOR** - The individual, approved by the Instructor of Record, qualified to administer and supervise related and supplemental instruction at the station level. This individual is often a Battalion Chief or Fire Captain but may also be a journey-level Fire Apparatus Engineer.

**JOURNEY LEVEL** – Status of an individual who has been an apprentice and who has successfully completed all JAC requirements, or one who by virtue of experience and training is considered equivalent to that status as defined by SubJAC.

**JOURNEY LEVEL CERTIFICATE** – presented to an employee who has successfully completed all the requirements of the apprenticeship program and has met journey level status.

**JOURNEY LEVEL EQUIVALENCY** – – presented to an employee who has met equivalent requirements of the apprenticeship program and has not signed an apprentice agreement (i.e. training and development assignment, blanketed-in employees, reinstatements).

**JOINT APPRENTICESHIP COMMITTEE (JAC)** - The Committee selected by the California State Fire Marshal, and the California Professional Firefighters hereto with equal representation as required by law. This committee is also referred to as CFFJAC.

**LIMITED TERM (LT)** – Short duration (Limited term) appointment to a non-permanent classification.

**NEPOTISM** - The practice of using ones influence or power to aid or hinder another because of a personal relationship. Personal relationships include, but are not limited to, association by blood, adoption, marriage, and/or cohabitation.

**OPEN LIST** – Type of examination list. Open to agency and non agency employees.

**OUT OF CLASS** – Assignment in which the employee performs, more than 50 percent of the time, the full range of duties and responsibilities allocated to an existing class but not allocated to the class in which the person has a current appointment.

**PROGRESS NOTEBOOK** – Recording mechanism for documenting that the apprentice received training in all the subject areas related to the occupation.

**PROMOTIONAL LIST** – Type of examination list. Open to current State employees only.

**REGION JAC COORDINATOR** – The individual responsible at the region level for the coordination of apprentices and management of apprenticeship training records.

**RELATED & SUPPLEMENTAL INSTRUCTION** - New training and reinforcement of previously performed training for a minimum of 144 hours per year.

**SKILLS CERTIFICATION** - A formal process for certifying an apprentice's proficiency in a fundamental or basic skill. Tasks in this category entail the least amount of risk of injury, death, or property damage.

**STATEWIDE JAC COORDINATOR** – The individual responsible at the state level for coordination of the CAL FIRE JAC program including monitoring the subscription agreement and operating plan between CFFJAC and CAL FIRE.

**SUBCOMMITTEE (SubJAC)** - A committee composed of equal numbers of representatives for an individual employer and for an individual union.

**SUSPENDED AGREEMENT**– Apprentice agreement is temporarily inactive.

**TRAINING AND DEVELOPMENT (T&D)** – Assignment of duties for the purpose of training, either to broaden the employee’s skills and abilities, improve the employee’s advancement potential or to prepare the employee for a career in a different field.

**UNIT JAC COORDINATOR** - Responsible for the overall coordination of the Unit’s JAC program. Ensures that the duties and responsibilities of the Unit Instructor of Record and/or the JAC Supervisor are fulfilled.

**UNIT INSTRUCTOR OF RECORD** – Responsible for substantiating the correctness and validity of the training reported by apprentices and ensuring JAC Supervisors, and those individuals that train apprentices are qualified to instruct such training.

**UNIT TRAINING OFFICER** – Responsible for the overall direction and coordination of the Unit’s training bureau and assists with the needs of the JAC program as it relates to their Unit’s apprentices.

**WITNESS** - An individual that witnessed the training performed or witnessed the attendance of an apprentice at a training class. A witness may sign apprentice documentation in the event the JAC Supervisor is related to the apprentice.

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## **CAL FIRE SUBJAC PROGRAM HISTORY**

**4110**

(No. 6 February 2007)

In 1983, CAL FIRE developed a firefighter apprenticeship program to aid in meeting affirmative action hiring goals. The structure of the apprenticeship program provides uniformity and consistency in firefighter training, thus ensuring that all permanent employees are provided with the opportunity and skills to successfully perform in their appointed occupation.

Since the inception of the apprenticeship program, CAL FIRE has contracted with the California Fire Fighter Joint Apprenticeship Committee. The Committee was instrumental in the development of the CAL FIRE apprenticeship program and continues today to provide assistance and advise CAL FIRE.

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## **CALIFORNIA FIRE FIGHTER JOINT APPRENTICESHIP COMMITTEE (CFFJAC) 4120**

(No. 6 February 2007)

The California Fire Fighter Joint Apprenticeship Committee (CFFJAC) is an organization whose purpose is to establish and maintain an organized, planned system of apprenticeship, recruitment, and training conducted as a joint labor and management undertaking. As such, the CFFJAC has adopted and/or developed training programs for most full-time occupations within the California Fire Services.

The CFFJAC is responsible for the administration of the standards for the CFFJAC Program in accordance with the Department of Industrial Relations, Division of Apprenticeship Standards. The California State Fire Marshal, on behalf of fire service management, and the California Professional Firefighters, affiliated with the International Association of Fire Fighters, AFL-CIO, on behalf of employee organizations/unions, sponsors the CFFJAC. This committee is composed of fourteen members, seven of whom represent labor and are appointed by the California Professional Firefighters and seven of whom represent management and are appointed by the California State Fire Marshal.

The CFFJAC's primary goals are to improve the quantity and quality of training for professional firefighters and to support equal opportunity in the fire service by assisting local departments' equal opportunity/affirmative action plans. The CFFJAC emphasizes the value of recruiting well trained and qualified firefighting personnel from the ranks of underrepresented and target groups. The program reaches out to all areas of society because firefighters protect all of society.

Each participating department, with the support of its Union or Association, subscribes to the CFFJAC apprenticeship program through a Subscription Agreement. The purpose of the CAL FIRE agreement is to clearly define areas of responsibility and authority between CFFJAC, CAL FIRE management and CDF Firefighters. As a part of the subscription agreement, the operating plan defines duties and financial responsibility for services provided by CFFJAC and CAL FIRE. The CFFJAC program address is:

1780 Creekside Oaks Drive, Suite 201  
Sacramento, CA 95833  
(916) 648-1717  
E-mail: [cffjac@cpf.org](mailto:cffjac@cpf.org)  
[www.cffjac.org](http://www.cffjac.org)

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## **DUTIES AND RESPONSIBILITIES**

**4121**

(No. 6 February 2007)

The CFFJAC staff is responsible to assist subscribing departments in the administration of the standards of the California Fire Fighter Joint Apprenticeship program and for working with management and labor through the participating department's SubJAC on various issues such as to:

- Develop programs that provide academy training for fire service occupations
- Develop systematic on-the-job training with related and supplemental instruction
- Advise employers and employees in apprenticeship matters
- Aid in the adjustment of apprenticeship disputes.

Additionally, the CFFJAC serves as a source of funding for the department. Through contracts established between CFFJAC and various educational entities all eligible apprenticeship training is funded on a per hour of training basis, less a one-time administrative fee per apprentice.

This handbook also contains information on CAL FIRE administrative procedures that are not part of the CFFJAC's Rules and Regulations. While CFFJAC staff has consulted on its contents and the CAL FIRE SubJAC has approved the handbook in its entirety, the CFFJAC Board endorses only those portions relating to CFFJAC's Rules and Regulations and the CFFJAC Apprenticeship Standards as approved by the State of California.

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## **CAL FIRE SUBJAC**

**4130**

(No. 6 February 2007)

Fire service employers who participate in joint apprenticeship programs with the CFFJAC are required to create a sub-committee under the CFFJAC. This committee is referred to as a "SubJAC" and consists of three members representing management and three members representing labor.

The SubJAC acts on behalf of the Joint Apprenticeship Committee on matters affecting apprentices of CAL FIRE. Such actions are subject to approval, modification, or reversal by the CFFJAC.

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## **DUTIES AND RESPONSIBILITIES**

**4131**

(No. 12 June 2010)

The CAL FIRE SubJAC functions much like the CFFJAC but rather than serving as a committee for the California fire service, its oversight is limited to CAL FIRE. It meets to make recommendations to CAL FIRE, CDF Firefighters and CFFJAC regarding apprenticeship matters. The responsibilities of SubJAC are to:

- Set the minimum standards of training, education, and experience credit for apprentices.
- Recommend procedures to improve the operation of the apprenticeship program.
- Hear appeals and complaints pertaining to apprenticeship training program issues.
- Review requests for apprentice training substitutions.
- Review training records for employees Blanketed-In to CAL FIRE employment for the purpose of determining the employee's status in the JAC program.

Additional CAL FIRE SubJAC duties are to:

- Review and make recommendations on Training & Development assignments into the classifications of FF II, FAE and FC.
- Review training records for employees Blanketed-In to CAL FIRE employment and make recommendations for those who will not hold an apprentice classification.
- Set the minimum standards of training for Open List exam Fire Captains
- Review training records for Open List exam Fire Captains, and transfer Captains and make recommendations for individual training plans. These plans will be tracked by CFFJAC.

See Exhibit: [CAL FIRE SubJAC and JAC Coordinators](#)

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## **CAL FIRE DUTIES AND RESPONSIBILITIES**

**4140**

(No. 6 February 2007)

CAL FIRE is responsible to provide training to all apprentices in accordance with the CFFJAC standards and curriculum subject matter approved by SubJAC.

Due to the requirements of the state's budgeting process, the monies collected by CFFJAC on behalf of CAL FIRE are not transferred to the department's budget, but rather are held in a clearing account. Currently, the authority to spend clearing account money is held by the Department Training Chief. Such funds can only be used to purchase services, equipment or other materials in support of the CAL FIRE apprenticeship program. Use of such funds for any other purpose is prohibited. (Refer to Training Handbook 4000, [Section 4090 JAC](#)).

In addition to the funds provided by the CFFJAC, departmental general fund dollars are distributed to the Regions at the end of each fiscal year in support of the Unit's apprenticeship program. The formula for determining the amount of reimbursement is as follows:

- Approved budget amount divided by the number of statewide JAC hours of training submitted for the fiscal year equals the per-hour funding rate.
- The per-hour funding rate times the number of hours submitted by each Unit equals the amount of dollars for each Unit.

The general fund money is distributed to each Region in December and includes hours of training through December 31 of the prior calendar year.

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## STATEWIDE JAC COORDINATOR

4141

(No. 12 June 2010)

The CAL FIRE Statewide JAC Coordinator position is responsible for the overall SubJAC Committee member's coordination of the department's JAC program. Additional responsibilities include:

- 1) Monitor provisions in the CAL FIRE subscription agreement and operating plan with the CFFJAC.
- 2) Ensure each Unit has a designated Unit Instructor of Record.
- 3) Serve as the administrative support to the Region JAC Coordinators, Unit Training Officers, Unit JAC Coordinators, and Academy staff.
- 4) Serve as administrative support to the SubJAC Committee.
- 5) Submit names of apprentices who qualify for the educational pay incentive, per article 17.11 of Unit 8's MOU, having met all the requirements for journey level status. Request Human Resources clear the JAC flag for employee's who have met requirements for FAE journey level status.
- 6) Develop and implement program policy changes accepted by the SubJAC Committee.
- 7) Submit early hire requests, T&D apprenticeship requests, substitution of training, Blanketed-In employee requests, and open list FC hires to SubJAC for review and action.
- 8) Track early hire apprentices to ensure they complete appropriate BFC classes within 12 months. Submit an exception report on early hires who have not taken classes to SubJAC at each meeting.
- 9) Process reviewed requests through appropriate channels.
- 10) Forward all requests and changes in apprentice status to CFFJAC. (See Exhibit: [CAL FIRE 305 Apprentice Status Form](#))
- 11) Forward all changes in Unit Instructor of Record status to CFFJAC.
- 12) Implement Blanketed-In process for the JAC program and submit names of Blanketed-In employees to Region JAC Coordinators for tracking purposes.
- 13) Maintain and update exam software and distribute quarterly exams to Region JAC Coordinators.

- 14) Request statistical reports from CFFJAC.
- 15) Liaison with CFFJAC, Labor Relations, Academy and Legal regarding Academy failures. Use the CAL FIRE 305 to notify Unit, Region and CFFJAC of the outcome of the apprentice appeal process.

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## REGION JAC COORDINATOR

4142

(No. 12 June 2010)

In addition to other job duties, the Region JAC Coordinator's responsibilities are to:

- 1) Coordinate the appointment of new apprentices to the Basic Fire Control Academy. This includes but is not limited to:
  - Verifying the employee is eligible for appointment.
  - Scheduling the employee for a pre-employment medical and Physical Agility Test (PAT) when required.
  - Verifying the employee possesses the appropriate driver's license with endorsements.
- 2) Verify that the employee's Unit Training Officer has completed the CAL FIRE 306 and identified that the employee possesses the required certifications including Hazardous Materials, EMS, CPR, and CDF 67 hour Firefighter certificate or equivalency (see [CAL FIRE 306 Apprentice Training Verification Form](#)).
  - Assure employee completes Background Certification Statement.
  - Submit names of new apprentices to the Statewide JAC Coordinator and the Academy Facilities Coordinator.
  - Coordinate the appointment of LT FAE's hired at the Unit.
- 3) Receive the apprentice names and CAL FIRE 306 (Apprentice Training Verification Form) from the Units to be forwarded to the Academy and CFFJAC.
- 4) Review and submit apprentice related and supplemental training hours to the CFFJAC.
- 5) Review apprentice progress through the program and notify Unit JAC Coordinator if an apprentice fails to make satisfactory progress.
- 6) Monitor Blanketed-In employees
- 7) Resolve discrepancies in reported training hours and documentation.
- 8) Assist and advise Apprentices and Unit JAC Coordinators with apprenticeship issues and questions.
- 9) Forward names of new Unit Instructors of Record and update Statewide JAC Coordinator of any change in the status of a Unit Instructor of Record.

- 10) Notify Statewide JAC Coordinator of all requests and changes in apprentice status.
- 11) Monitor the apprentice appeal process for Academy failures.
- 12) Liaison with CFFJAC requesting individual summary reports.
- 13) Process individual training records from units to CFFJAC for Blanketed-In employees, transfers, T&D's, and open hire Fire Captains.

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## **UNIT JAC COORDINATOR**

**4143**

(No. 12 June 2010)

In some instances the Unit JAC Coordinator may also fulfill the responsibilities of the Unit Instructor of Record, JAC Supervisor, and/or Unit Training Officer. The Unit JAC Coordinator's specific responsibilities are to:

- 1) Assure that the duties and responsibilities of the Unit Instructor of Record and/or the JAC Supervisor are fulfilled.
- 2) Communicate with the Region JAC Coordinator.
- 3) Coordinate with the Unit Training Officer on JAC related issues; if the Unit JAC Coordinator is not the Unit Training Officer.

For all new hires, use the CAL FIRE 306 to verify the employee's training prior to attending the Academy or to request an apprentice agreement.

- 4) Make certain that apprentices receive the variety of work, training, study assignments, and assistance from their JAC Supervisor to ensure completion of the program within 36 months time in grade for the classification in which they are apprenticed (Note that time is not necessarily consecutive; it is only credited while the apprentice is employed within the same classification for CAL FIRE).
- 5) Complete the CAL FIRE 305 Apprentice Status Form any time there is a change in apprentice status.
- 6) Review and maintain a file of official records of successful completion of required courses, substitute courses, and progress reports on each apprentice. Forward those records to an apprentice's new Unit if the employees transfers or is hired in another Unit in the same classification.
- 7) Periodically review the work, drills, and training progress of each apprentice with the JAC Supervisor.
- 8) Request first and third year written exams from the Region JAC Coordinator.

- 9) Send written notice to the Region JAC Coordinator when the apprentice has completed all training, time-in-grade and examinations. The notice must include the effective date of completion of the program, the written and manipulative exam scores and a copy of the completed Individual Training Records from the Progress Notebooks. The effective date provided will be the date the apprentice will begin receiving the Educational Incentive Pay differential. See Exhibit: [First/Journey Level JAC Completion Certification](#).
- 10) Notify the Region JAC Coordinator when an apprentice's status has changed, (i.e. limited duty greater than 3 consecutive work periods, maternity leave, military leave, out of class assignment, limited-term status) using the CAL FIRE 305 Apprentice Status Form.
- 11) Ensure that JAC employees working out of class receive an "Out of Class" letter from the Unit Administrative Officer, and forward letter to Region JAC Coordinator.
- 12) Monitor the apprentice appeal process for Academy failures.
- 13) Prepares (or assists Training Officer) with training plan packages and recommendations for SubJAC reviews.

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## UNIT INSTRUCTOR OF RECORD

4144

(No. 9 July 2009)

Where assigned, the Unit Instructor of Record is responsible for ensuring that apprentices are afforded the appropriate atmosphere and opportunities to successfully complete the requirements of the apprenticeship program, and shall be responsible for the following:

- 1) Contact Region JAC Coordinator to obtain information on becoming a Unit Instructor of Record.
- 2) Hold a current, valid and applicable Vocational Teaching Credential. If the Instructor already possesses that credential, a copy must be sent to the CFFJAC. If not, the CFFJAC will provide the credential application package with instructions for completion. Applications must be returned to CFFJAC within 21 days.
- 3) Notify Region JAC Coordinator upon any change of status of the Unit Instructor of Record.
- 4) The Unit Instructor of Record is responsible for the accuracy of the training received and so substantiates by signing the monthly individual training reports, verifying that the person conducting the training is a qualified instructor.
- 5) Upon signing the apprentices CAL FIRE 304 "Monthly Training Report Form", the Unit Instructor of Record ensures the original is forwarded to the Region JAC Coordinator and a copy is provided to the Unit JAC Coordinator. It should be noted that by signing the form, the Unit Instructor of Record is attesting to the accuracy of the information and the training received. ([CAL FIRE 304 Monthly Training Report Form](#))
- 6) Upon request for substitute training, the Unit Instructor of Record will verify successful completion of the training being substituted with documentation forwarded to the Unit JAC Coordinator. (See [Section 4166: Substitute Training](#))
- 7) If the Unit Instructor of Record has a personal relationship, that meets the definition of nepotism, with an apprentice, his or her signature on any JAC documentation, including the CAL FIRE 304, must be countersigned by the Unit Administrative Officer.
- 8) If the Unit Instructor of Record is unavailable or has left the position, another qualified Instructor of Record must sign apprentice documentation.

- 9) When an audit or CFFJAC review occurs, the Unit Instructor of Record is responsible for providing documentation substantiating the reported training. This documentation may include verification of training hours (i.e. certificate, class roster, transcript, timesheets and station logs) subject area curriculum, or qualifications of presenters.
- 10) When a Unit utilizes community college funding, a mechanism must be identified to ensure correct coding on the CAL FIRE 304.
- 11) Periodically review work, drill and training progress of apprentices with supervisors/ instructors.
- 12) Meet the instructor qualifications as defined in Handbook section 4150.

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## **BASIC FIRE CONTROL (BFC) COORDINATOR**

**4145**

(No. 6 February 2007)

While apprentices are assigned to the Academy, the BFC Coordinator acts as their Instructor of Record. The BFC Coordinator's responsibilities are to:

- 1) Hold a current, valid and applicable Vocational Teaching Credential. If the Instructor already possesses that credential, a copy must be sent to the CFFJAC. If not, the CFFJAC will provide the credential application package with directions for completion. Applications must be returned to CFFJAC within 21 days.
- 2) Verify apprentice information provided by Region JAC Coordinator and Academy Facility Coordinator and submit updates.
- 3) Notify Statewide JAC Coordinator of any change to the BFC Coordinator's status.
- 4) Use the CAL FIRE Apprentice Status Form (CAL FIRE 305) to notify CFFJAC, Unit, Region and Statewide JAC Coordinators that an apprentice failed the Academy, and for any change in status while assigned to the Academy.
- 5) Verify the apprentices' training hours by signing the JAC Timesheet and forward it to the CFFJAC.
- 6) Assure that another qualified Instructor of Record will sign the apprentice's documentation, if they (BFC Coordinator) are unavailable.
- 7) Provide documentation, during an audit, substantiating the reported training. This will include verification of training hours, and subject area curriculum.

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## JAC SUPERVISOR

4146

(No. 6 February 2007)

The JAC Supervisor is often a Fire Captain at the apprentice's station but may be an individual in a different classification as defined in [Section 4150, Instructor Qualifications](#). It is the responsibility of the JAC Supervisor to guide and assist the apprentice in performing the related and supplemental instruction. Related and supplemental instruction consists of lectures, demonstration, individual instruction, reading and study assignments, practice drills and/or review.

All related and supplemental training must be completely successfully passed. If an apprentice fails to pass an area of related and supplemental instruction, the JAC Supervisor must develop a program of study and practice to address specific areas of deficiency. If an apprentice fails a formal class from the related and supplemental progress notebook, the apprentice must repeat and successfully complete the course.

It is suggested that the JAC Supervisor and the apprentice determine when the apprentice should be re-evaluated on the training subject.

Each JAC Supervisor assigned to an apprentice shall provide supervised work experience, training, and instruction. The JAC Supervisor's responsibilities are to:

- 1) Establish a schedule each shift in order to complete the required training within the specified time frames. Provide instruction, demonstration, assignments, guidance and assistance to each apprentice in all subject areas outlined in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year Progress Notebook.
- 2) Coordinate enrollment of the apprentice in formal classroom training subjects with the Unit Training Officer or JAC Coordinator.
- 3) Periodically administer written quizzes and oral quizzes, and performance demonstrations to determine the apprentice's progress. Document the results and maintain them in the apprentice's folder.
- 4) Periodically provide information to the Unit Instructor of Record concerning each apprentice's training progress.
- 5) Sign the apprentices CAL FIRE 304 Training Reporting form and forward to the Unit Instructor of Record. By signing the form, the JAC Supervisor is attesting to the accuracy of the information and the training received. **The Supervisor may not hold a personal relationship with the apprentice that challenges the definition of nepotism.**

- 6) Notify Unit JAC Coordinator when an apprentice work status changes (i.e. maternity leave, limited duty, out of class assignment, military leave, limited-term status)
- 7) Arrange for the administration of the first year written and performance examinations for each apprentice through the Unit JAC Coordinator. Forward the exam scores to the Unit Instructor of Record.
- 8) Arrange for the administration of the final year written and performance examinations for each apprentice through the Unit JAC Coordinator. Forward the exam scores to the Unit Instructor of Record. Be certain to include the date of the exams in the memo.
- 9) Review and sign the apprentice's completed Progress Notebook verifying satisfactory completion of required knowledge and performance objectives.
- 10) Notify the Unit JAC Coordinator when the apprentice has completed all training, work processes, time in grade and required examinations.
- 11) JAC Supervisors must meet the instructor qualifications to instruct related and supplemental training.

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## **APPRENTICE**

**4147**

(No. 6 February 2007)

Each apprentice shares responsibility with the JAC Supervisor to ensure they complete the requirements of the apprenticeship program. These requirements include: 432 hours of related and supplemental training, 36 months performing the work processes of the classification, completion of the first year written and performance examinations and successful completion of the third year written and performance examinations. In addition, each apprentice:

- 1) Provide the required training documentation to the Unit Training Officer/ JAC Coordinator using the CAL FIRE 306 Apprentice Training Verification Form.
- 2) Attend and successfully complete the appropriate Basic Fire Control modules for the apprentice classification.
- 3) Complete all of the related and supplemental training and manipulative skills requirements outlined in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year Progress Notebooks.
- 4) Document all training performed on the CAL FIRE 304 and forward to the respective JAC Supervisor for signature and submittal to the Unit Instructor of Record. By signing the form, the apprentice is attesting to the accuracy of the information.
- 5) Obtain the signature of the respective JAC Supervisor on the Individual Training Record form as each training requirement is satisfactorily completed. Individual Training Record forms are contained in the Progress Notebooks.
- 6) Submit the completed Progress Notebook to the JAC Supervisor for review when all training requirements are met. The apprentice forwards a copy of the Individual Training Record from the Progress Notebooks to the Unit JAC Coordinator.
- 7) Keep a copy of all training documentation submitted for apprenticeship, including 304's and Individual Training Records. It is the responsibility of the apprentice to ensure that all hours of related and supplemental instruction are completed, documented correctly, and submitted to the Unit JAC Coordinator

It is recommended that the apprentice develop and maintain a "workbook or library" containing information, notes, and other printed materials (or the sources of same) that were used to gain the knowledge required to reach the objectives of each subject areas. The "workbook" can also be used as a future reference source, and, as documentation of study.

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**TRAINING AND TESTING REQUIREMENTS** **4160**  
(No. 6 February 2007)

**PERMANENT APPOINTMENT TO FFII AND FAE** **4160.1**  
(No. 6 February 2007)

Except as noted in [Section 4180, Appointment Effective Dates and Exceptions](#), the apprenticeship program requirements for permanent employees in FFII and FAE classifications are:

- 1) Successful completion of required Academy training,
- 2) 36 months performing the full range of duties of the occupation,
- 3) 432 hours of specified, related and supplemental instruction,
- 4) Participation in first year written and performance evaluations; and
- 5) Successful completion of third year written and performance evaluations.

Upon permanent appointment to an apprentice classification, the employee is issued an Apprentice Agreement to sign. The Apprentice Agreement states the term of the apprenticeship and serves as the document that officially engages the employee in the training program. In signing the document, the apprentice has agreed to satisfactorily perform all work and learning assignments.

**LIMITED TERM APPOINTMENT TO FAE** **4160.2**  
(No. 6 February 2007)

The apprenticeship program requirements for limited term employees in the FAE classification are:

1. Successful completion of required Academy training,
2. 36 months performing the full range of duties of the occupation (although the 36 months are not necessarily consecutive, and are only credited while the apprentice is employed in the classification)
3. 432 hours of specified, related and supplemental instruction,

4. Participation in first year written and performance evaluations, after completion of the first 12 months of apprenticeship; and
5. Successful completion of third year written and performance evaluations after the 36 months of time in grade in the FAE apprentice classification

Upon appointment to the FAE apprentice classification, the employee is issued an Apprentice Agreement to sign. The Apprentice Agreement states the term of the apprenticeship and serves as the document that officially engages the employee in the training program. In signing the document, the apprentice has agreed to satisfactorily perform all work and learning assignments.

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## BASIC FIRE CONTROL COURSE

4162

(No. 6 February 2007)

The Academy training for employees hired to fill permanent FFII and FAE positions is called Basic Fire Control (BFC). Prior to December 31, 2006 the BFC was divided into four modules:

<b>BASIC FIRE CONTROL</b>
Module 1A: One week of orientation/basic administrative training
Module 1B: Three weeks of fire fighting skills
Module 2A: Three weeks of driver/operator training
Module 2B: Three weeks of wildland instruction and company officer skills application

Beginning September 2005 BFC 1A/1B modules were replaced with the six-week Firefighter Academy (FFA). In February 2006 BFC 2A/2B modules were replaced with the six-week Company Officer Academy (COA). The FFA and COA Academies may be taken out of sequence to meet departmental hiring needs, but permanent hires who have not attended either academy, must attend both consecutively.

The charts below outline the Academy training requirements for FFII and FAE employees. The employees' tenure (limited term or permanent) and prior training determines the employee's Academy training requirements.

<b>Appointment to Limited Term Fire Fighter II</b>	
<b>Employee's previous training</b>	<b>Required training</b>
None	67 hour FFI
67 hour FFI training	No Academy required

<b>Appointment to Permanent Fire Fighter II</b>	
<b>Employee's previous training</b>	<b>Required training</b>
None	67 hour FFI, FFA
67 hour FFI training	FFA

<b>Appointment to Fire Apparatus Engineer</b>	
<b>Employee's previous training</b>	<b>Required training</b>
None	67 hour FFI, FFA, COA
67 hour FFI	FFA, COA
FFM	COA
BFF	COA
1A, 1B	COA
FFA	COA
BFEO	FFA, COA
2A	FFA, COA
1A, 1B and BFEO	COA
1A, 1B and 2A	COA
FFM and 2A	None
BFF and 2A	None
COA	FFA

## **BFC 2A CHALLENGE COURSE**

**4162.1**

(No. 6 February 2007)

In order to avoid duplication of training, the BFC 2A Challenge was developed to test the skills of Limited Term FAE's who had taken similar Academy BFEO training. This course is no longer given, but students who successfully completed this course have met the equivalency of having attended BFC 2A.

## **BFC1A, 1B, 2A, 2B MODULES**

**4162.2**

(No. 6 February 2007)

The BFC 1A/1B/2A/2B modules were implemented between February 2001 and December 2006. Apprentices that have completed these modules will be working from the February 2001 Fire Fighter II and April 2002 Fire Apparatus Engineer Progress Notebooks.

Apprentices assigned to these Progress Notebooks will be tested using the written and performance testing standards established in this handbook.

## **FIREFIGHTER ACADEMY**

**4162.3**

(No. 6 February 2007)

The Firefighter Academy is a six week course concentrating on structural firefighting skills and rescue operations. Courses in the FFA include SCBA, ladders, hose practices and equipment, live fire evolutions, search and rescue, RIC firefighter rescue, confined space awareness, low-angle rescue, vehicle extrication, forcible entry and ventilation and other firefighter related skills.

The testing for the FFA consists of Category I & II written exams, Category I performance-based testing, and skills certification as approved by SubJAC.

## **FIREFIGHTER CHALLENGE**

**4162.4**

(No. 6 February 2007)

The Firefighter Challenge (FFC) is a two week course that allows an apprentice to challenge the FFA based on previous training in the area of firefighter skills. The candidates selected to attend an FFC must be reachable for permanent hire from the FFII or FAE list and possess the appropriate prerequisites. The prerequisites, minimum required certificates, and documentation for qualifying to attend the FFC is as follows.

1. CDF 67-hour Basic Fire Fighter or its equivalent
2. Current CPR certification
3. Current EMS certification
4. HAZMAT First Responder Operational
5. Current SCBA fit testing certification for MSA Ultra-elite face piece

In addition, FFC candidates must have been previously verified to have successfully completed one of the following prerequisites: 1) have been issued an Office of the State Fire Marshal (OSFM) Fire Fighter I Certificate or 2) have successfully completed an OSFM Fire Fighter I Academy at a California Community College or at one of the OSFM approved Fire Fighter I Local or Regional Academies. The verification of these prerequisites will be conducted by the Department's Examination Unit.

Employees who meet the criteria for taking the Firefighter Challenge will be given only one opportunity to successfully complete it. All performance and written exams must be passed with 80%. Cadets hired to attend the FFC will be permanent hires, but successful completion of the FFC will not be a condition of employment.

Failure to successfully complete this course will not result in punitive action nor is it subject to appeal. Any cadet failing to successfully complete the FFC will remain employed by the Department and scheduled to attend the next available FFA (six week) offered by the Department.

Cadets successfully completing the FFC will be recognized by the Department as meeting the training requirements set forth in the FFA. However, cadets attending the FFC will not be given any OSFM equivalencies that come with attendance in an FFA.

## **COMPANY OFFICER ACADEMY**

**4162.5**

(No. 6 February 2007)

The Company Officer Academy is a six week course concentrating on company officer skills. Topics in the COA include Intermediate Fire Behavior, wildland strategy and tactics, I-Zone, pumping and driving operations, off road operations, preventive maintenance, all-risk company officer incident management and other company officer and administrative skills.

The testing for the COA consists of Category I & II written exams, Category I & II performance-based testing and skills certifications as approved by SubJAC.

## **WRITTEN AND PERFORMANCE STANDARDS**

**4162.6**

(No. 6 February 2007)

Academy training subjects are identified as Category I, II, or Skills Certification. Category I subjects must be passed with a 80 percent minimum score.

- Category I is defined as: Knowledge and skills essential to the safety of employees, their crews and the public. Lack of knowledge or skills in these subjects would substantially increase the risk of injury, death, or serious property damage.

Students who fail a Category I examination will be afforded a second opportunity to successfully pass the test. The student will be given precise information as to how they failed and be tested no sooner than the day following notification. A second failure of a Category I examination will result in failure of the course, termination of the Apprentice Agreement and rejection during probation.

Category II subjects must be passed with a 80 percent average score for both the performance and the written examinations combined.

- Category II is defined as: Knowledge and skills needed for successful performance of specific operations and evolutions or as a building block for more technical training given in subsequent classes. Tasks in this category normally entail less risk of injury, death, or serious property damage than for Category I subjects.

Failure to pass Category II written and performance examinations with a combined overall score of 80 percent will result in failure of the Course, termination of the Apprentice Agreement and rejection during probation. No retests of Category II subjects will be permitted.

Skills Certification subjects are not scored on the point system. Instead, instructors adhere to a formal process for certifying the proficiency of an apprentice to perform a fundamental or basic skill. If the student does not show aptitude, they will participate in a program of remediation until the skill is proficiently performed; or it is determined that the student is unable to develop the ability to safely demonstrate the skill.

Failure to demonstrate proficiency in a Skill Certification based on the documentation provided by an instructor and with the concurrence of the Director of Fire Training will result in the student's failure of the Course, termination of the Apprentice Agreement and rejection during probation.

Non-probationary, Blanketed-In employees attending BFC will be scored under the Category I, II, and Skills Certification system outlined above. However, failures of Category I or II exams may not be considered failure of the Academy. Academy staff will document the employee's particular deficiencies so that remediation training can be administered at the Unit level.

Under rare circumstances, Blanketed-In employees join CAL FIRE employment as probationary employees. Under such circumstances, the Blanketed-In probationary employee who fails either a Category I or II examination will not be subject to termination of the Apprentice Agreement or rejection during probation. Academy staff will document the employee's particular deficiencies so that remediation training can be administered at the Unit level.

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## RELATED AND SUPPLEMENTAL INSTRUCTION

4163

(No. 6 February 2007)

After completion of Academy training, apprentices are required to participate in 432 hours of specified related and supplemental instruction. The related and supplemental training is in addition to the training performed at the Academy. Each year, only 70 of the 432 hours of required training can be acquired through a college.

The objective of related and supplemental instruction is to further assist the apprentice in learning and reinforcing essential knowledge and skills learned at the Academy Course(s). Additionally, related and supplemental instruction trains the apprentice on advanced skills and knowledge required for acceptable job performance.

The curriculum for related and supplemental instruction has been identified and adopted by CAL FIRE SubJAC. The training is structured to progressively build on the previous year's knowledge and skills. The courses and behavioral objectives are listed in the apprentice Progress Notebooks and are designed to allow a variety of instructional alternatives such as: classroom lectures, demonstration, individual instruction, self-study programs, reading and study assignments, manipulative skill practice and drills and/or review.

An apprentice on a limited duty assignment for three, 28-day work periods or less may continue to participate in JAC training provided the training would not otherwise be a restricted activity under the provisions of the limited duty assignment. The apprentice should continue to complete and submit required training documentation.

[Section 4185, Extension of Term of Apprenticeship](#), has information concerning limited duty assignments for more than three, 28-day work periods.

While it is recommended that apprentices participate in training according to their year in the program, if operationally desirable, they may attend or participate in training out of order, i.e. attending second-year classroom training in year one; learning a third year skill in year one in order to prepare for a particular assignment, etc.

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## PROGRESS NOTEBOOKS

4164

(No. 6 February 2007)

The apprentice's Progress Notebooks contain an Individual Training Record that lists the required training subjects and performance objectives for each training subject area. After an apprentice has completed a required training subject, all objectives listed in the notebook must be completed successfully. If a passing score is achieved, the JAC Supervisor or Course Instructor will initial the notebook attesting to the achievement. If the Course Instructor initialing the notebook has a personal/family relationship with the apprentice, the notebook must be countersigned by the Training Officer or another instructor for the course.

The curriculum for related and supplemental instruction is contained in Progress Notebooks for apprentices as follows:

Apprentice	Criteria	# <sup>1</sup>	Progress Notebook Name
FFII	Appointment prior to Feb 2001	2	FFII (1 <sup>st</sup> version)
	Attended BFC 1A/1B	3	FFII (2001)
	Attended Fire Fighter Academy	3	FFII (2006)
FAE	Appointment prior to April 2 2001	2	FAE (1 <sup>st</sup> version)
	Attended BFC 2A/2B	3	FAE
	Attended Company Officer Academy	3	COA

Apprentices that are switching between FFII and FAE apprenticeships must utilize the related and supplemental progress notebook for the classification in which they are working. Training hours can only be submitted to one syllabus (i.e. an apprentice employed as a FFII can only use their hours in the FFII syllabus).

- 
- <sup>1</sup> Number of Progress Notebooks

A sample of the Progress Notebook and description of the performance objectives is below:

CONDITION <sup>2</sup>	BEHAVIOR <sup>3</sup>	STANDARD			
<b>SALVAGE</b>					
		MINIMUM <sup>4</sup> STANDARD ACCEPTABLE	STUDENT SCORE <sup>5</sup>	REFERENCE <sup>6</sup>	INSTRUCTOR <sup>7</sup> NAME OR INITIALS
A summary of methods and procedures for salvage, rope, salvage cover, six chairs, and helper	Describe the purpose of catch basins Demonstrate the procedures to construct a catch basin	80%		1,2	
A summary of methods and procedures for salvage, helper, salvage cover, and performance exam	Describe the purpose of a catchall Demonstrate the Procedure to construct a Catchall	80%		1,2	

## ELECTIVE HOURS OF TRAINING

**4164.1**

(No. 6 February 2007)

FFII and FAE apprentices hired prior to February 26, 2001 and April 2, 2001 respectively, are required to participate in 16 hours of ICS elective training.

- 1) Any ICS subject listed on the Sub-JAC approved Elective training list for the respective classification, or;
- 2) In a new subject area that is reviewed and approved by SubJAC on a case-by-case basis. See [Section 4168, Petition for New Training Subject](#), for instructions on petitioning SubJAC for approval to train in new subject areas.

<sup>2</sup> "CONDITION" refers to the instruction provided to the apprentice. The amount of time that should be devoted to the lesson must be at least the number of hours indicated on the apprentice's Individual Training Record. The time allotted to taking a test shall not be considered in meeting the minimum training time

<sup>3</sup> "BEHAVIOR" describes the action the apprentice must perform to complete the lesson. Some subjects will require the individual instructor to prepare written or oral quizzes to test the knowledge of the apprentice.

<sup>4</sup> The "MINIMUM STANDARD ACCEPTABLE" accuracy for the subject area is indicated

<sup>5</sup> Enter the apprentice's score. In the case of regional training, such as Leadership Fundamentals, record one entry on the last line for the final exam score.

<sup>6</sup> The "REFERENCE" refers to the reference materials used in providing training in the subject area. A numbered list of references can be found in the back of the Progress Notebook.

<sup>7</sup> When the local instructor completes a module of training and the apprentice has successfully completed the exam, the instructor shall initial the block in the Progress Notebook.

Additionally, FFII and FAE apprentices are required to participate in 94 and 25 hours of miscellaneous elective training respectively. Again, the miscellaneous training subjects have not been specifically identified but rather can be:

- 1) In any subject listed on the Sub-JAC approved Elective training list, or;
- 2) In a new subject area that is approved by SubJAC on a case-by-case basis. See [Section 4168, Petition for New Training Subject](#), for instructions on petitioning SubJAC for approval to train in new subject areas.

See Exhibit: [Training Codes Prior to 2001](#)

FFII and FAE apprentices hired after February 26, 2001 and April 2, 2001 respectively are required to participate in 16 hours of ICS training.

- 1) In any ICS subject listed on the Sub-JAC approved list of ICS courses. If they want to choose something from the substitution training list for FFII and FAE apprentices their ICS course, it takes Unit Instructor approval, or;
- 2) In a new subject area that is approved by SubJAC on a case-by-case basis. See [Section 4168, Petition for New Training Subject](#), for instructions on petitioning SubJAC for approval to train in new subject areas.

See Exhibit: [Training Codes Apprentice Fire Apparatus Engineer as of 4/2/01](#)

See Exhibit: [Training Codes Apprentice Fire Fighter II as of 2/26/01](#)

FFII's that attended the Fire Fighter Academy (FFA) and FAE's that attended the Company Officer Academy (COA) are required to participate in 24 hours of ICS training. The Apprentice can select the ICS training in conjunction with the Unit Training Officer/JAC Coordinator.

Regardless of the apprentices hire date, the JAC Supervisor should assist the apprentice in selecting an ICS elective. Any new subject area of training, however, must have the approval of the Unit Instructor of Record and must be submitted in writing to the Sub-JAC for approval, ideally prior to attending the course. Specific details about the new training must be included (i.e., training subject or course title, description, hours, sponsoring agency if applicable, justification). See Exhibit: [Sample Request and Petition for New Training Subject](#).

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## **CREDIT FOR TRAINING PREVIOUSLY RECEIVED**

**4165**

(No. 6 February 2007)

If an apprentice has satisfied a JAC training requirement within 5 years of their JAC apprentice date, approval may be granted by the Unit Instructor of Record to replace or substitute the required training.

See Section 4166 Substitute Training

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## **SUBSTITUTE TRAINING**

**4166**

(No. 6 February 2007)

When an apprentice has previously performed required supplemental training in a formal class, and wishes to replace the completed training with training from the Substitute Training list, the apprentice must select training that is equal to or greater than the length of the required training course.

The required training may be substituted with either:

- A course from the “Substitute Training” list, or
- Additional reinforcement/remediation training, or
- A new subject area (must be approved by SubJAC)

The only training that may be substituted is formal class training. Formal class training is described in the syllabus as “a course”. The ability to substitute training will be allowed only with the approval of the Unit Instructor of Record or their designee. The apprentice will provide the Unit Instructor of Record with a copy of the official record of successful completion for the class being substituted which will be forwarded to the Unit JAC Coordinator.

Apprentices that switch between FFII and FAE may find formal classes repeated in both syllabi. Since training hours can only be submitted to one syllabus, an apprentice that completes formal training in their current classification would need to substitute those hours in the other syllabus.

- For example, a FFII successfully completes Instructor 1A and applies those hours to their FFII syllabus. If the employee then promotes to FAE, where the class is also required, the class would not be repeated but the 40 hours of Instructor 1A would need to be substituted to fulfill the requirement in the FAE syllabus.

The apprentice will provide a copy of the certificate of each class being substituted, proving completion prior to allowing a substitution to be approved.

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## REMEDIATION TRAINING

4167

(No. 6 February 2007)

If an apprentice exhibits a weakness in a particular subject area, the JAC Supervisor may approve or require remediation/reinforcement training. In such instances, the apprentice practices and/or remediates in a training subject that they are having difficulty with rather than selecting another training course from the Substitute Training list.

For example: If an apprentice has already successfully completed an I-300 course within the last 5 years but is having difficulty performing ladder drills, the JAC Supervisor may recommend that the apprentice perform remediation in ladders rather than selecting a course from the Substitute Training list. When documenting remediation training, the apprentice must enter the JAC code for the course that they have already taken and note in the "Course Name" column "Substituted with remediation" in "Name of course".

See [Section 4173 Training Documentation](#) for instructions on completing the Monthly Training Report Form 304.

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## PETITION FOR NEW TRAINING SUBJECT

4168

(No. 6 February 2007)

When an apprentice has previously performed required supplemental training and wishes to substitute the training with a new subject not listed on the approved Substitute Training list, the employee may request approval from their Unit Instructor of Record to petition SubJAC for approval. A Petition to Substitute New Training must be submitted to the Statewide JAC Coordinator for inclusion on the agenda at the next scheduled SubJAC meeting. The Petition memo must include:

- The signature of the Unit Instructor of Record,
- Specific details about the new training, i.e., training subject or course title, description, hours, sponsoring agency if applicable,
- Justification describing the overall reason and/or benefit to the employee or department.
- Exhibit: [Sample Request and Petition for New Training Subject](#)

The following criteria must be met in order to substitute training:

- The determination to replace and substitute training shall be approved by the Unit Instructor of Record.
- When training is substituted it must be identified and documented in the Apprentice Progress Notebook and on the CAL FIRE Form 304, Monthly Training Report. See [Section 4173 Training Documentation](#) for instructions on completing the Monthly Training Report Form 304.
- The training to be replaced must have been successfully completed within the last five years. It is the responsibility of the apprentice to show satisfactory completion.

At the JAC Supervisor's discretion, the apprentice may be given a written and/or performance examination to verify proficiency in a particular training subject prior to being granted substitution approval by the Unit Instructor of Record. Any examination must be passed at the established accuracy rates.

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## **PROGRAM REVIEW OR AUDIT**

(October 2003)

**4169**

CFFJAC apprenticeship training programs are approved and authorized by law. Apprenticeship records are subject to review and audit by Division of Apprenticeship Standards, the Department of Education, as well as other state agencies that review funding for state sponsored programs such as the Department of Finance or the State Controller.

The CFFJAC periodically conducts internal program reviews. When a review is scheduled, the CFFJAC staff will notify the department in advance, and explain the process and what information will be reviewed.

The purpose of the review is to verify the training reported. It is the responsibility of the Unit Instructor of Record to provide the documentation or verification that is requested for training. Such documentation may include station logs, class rosters, training certificates, etc.

Other program elements such as the apprentice wages and working conditions, ratio of journey-level staff to apprentices, as well as the completion of work processes, may be reviewed. In the event of a program review, it is the responsibility of the Unit Personnel Office to provide information regarding timesheets and wages.

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## **TYPES OF INSTRUCTION**

**4170**

(No. 6 February 2007)

The apprentice program is currently comprised of three Progress Notebooks, one for each year of instruction. It is the JAC Supervisor's responsibility to help determine when an apprentice will perform their related and supplemental training. The purpose of the Progress Notebooks is to progressively build on knowledge and skills that the apprentice acquired in previous years. Ideally, training tasks will be performed in the year identified in the notebook. However structured classroom training may be taken whenever it is available in order to ensure the apprentice receives all training prior the end of the third year.

### **Scheduled Courses**

Some related and supplemental training is most effectively delivered in a classroom environment. These courses are identified in the Progress Notebook.

### **Self-Paced Study**

Many subject areas of specified related and supplemental instruction require the apprentice to read and study certain material/information. In this type of self-paced instruction, the JAC Supervisor should assign the apprentice a variety of reading and study assignments related to a specific set of knowledge requirements.

When the apprentice is finished with the self-paced study, the JAC Supervisor must review the subject with the apprentice. The purpose of the review is to ascertain if the specific knowledge has been acquired. The review also provides a forum for the JAC Supervisor to clarify specific items and to answer any questions the apprentice may have concerning the subject matter contained in the specific assignment.

### **Manipulative Skills Training**

Manipulative skills training are the repetitious performance of an exercise as a means of teaching, perfecting and/or maintaining a skill or procedure. In this type of instruction the JAC Supervisor should provide a demonstration of the assigned manipulative skills training if the apprentice is unfamiliar with the exercise. After the apprentice has had adequate time to practice, the JAC Supervisor should observe the performance of the skill or procedure.

Many of the manipulative skills training are included in training and drills regularly required for all CAL FIRE personnel. Under such circumstances, there is no requirement to conduct separate or additional training for apprentices.

## **College Training**

An apprentice may receive related and supplemental instruction sponsored by a college; however, the maximum number of hours per apprentice per year shall not exceed 70 hours. All training received through a college must be performed while on-duty.

Hours of training received at a college must be identified on the Monthly Training Report CAL FIRE Form 304 by replacing the third letter in the JAC code to the letter "G".

Training received at a college will be credited toward completion of apprenticeship requirements, however, the hours of training will not be submitted for funding through the Department of Education to avoid funding the same hours of training twice. The instructions for completing the Form 304 are located on the reverse side of the form. See [CAL FIRE 304 – Monthly Training Report Form](#).

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## **ACADEMY NOMINATIONS PROCESS**

**4171**

(No. 6 February 2007)

Approximately 60 days before a scheduled BFC course begins, the Academy Facilities and BFC Course Coordinator request student nominations from each Region JAC Coordinator. Each Region is entitled to nominate one half of the total number of students to be trained during each course.

The Region JAC Coordinator requests nominations from each Unit Administrative Officer. Upon receipt of all nominations, the Region JAC Coordinator verifies the appointment eligibility of each individual and finalizes the roster of students for the course. The Region JAC Coordinator will attempt to accommodate all Unit nominations, however, when the number of nominations exceeds the Region's allocation, the Region JAC Coordinator will make the final selection. In the event one region cannot fill their allotted number, the unfilled slots will be offered to the other Region.

Upon approval of the final nomination list, the Region JAC Coordinator will make job commitments to the nominees, contingent upon receipt of the following pre-employment hiring documentation/processes:

- Physical Agility Test, if required
- Driver's License Requirement Check List
- Medical Examination, if required
- Background Certification Statement
- CAL FIRE 306 Apprentice Training Verification Form

If a candidate fails any portion of the pre-employment process, the Region JAC Coordinator will attempt to find another candidate for the course if time permits. The final list of all BFC students will be sent to the Academy by the Region JAC Coordinator ten days prior to the beginning of the class.

Upon receipt of nominations from both Regions, the assigned Academy Facilities Coordinator and BFC Course Coordinator work together to perform the following functions:

- Reviews the nomination document to ensure that all information has been provided by the Region JAC Coordinator.
- Verifies that the number of nominated students does not exceed the total class capacity.

- Ensures that the nominated students are scheduled for the proper courses according to the required training schedule in [Section 4162, Basic Fire Control Course](#).
- Notifies the Region JAC Coordinators of any discrepancies, and assists in working toward resolution of such discrepancies.
- Notifies Region JAC Coordinators and Statewide JAC Coordinator when the nomination lists are approved.
- Notifies Region JAC Coordinators and CFFJAC of any changes or amendments to the original roster.
- Distributes final Academy roster to Statewide JAC Coordinator, Region JAC Coordinator and CFFJAC.

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## **APPRENTICE APPEAL RIGHTS**

**4172**

(No. 6 February 2007)

## **RIGHTS FOR EMPLOYEES FAILING ACADEMY**

**4172.1**

(No. 6 February 2007)

Employees classified as FFII and FAE and attending the FFA or COA, hired on a permanent basis must successfully complete the appropriate Academy Course as a condition of probation. Employees who fail either the FFA or COA are rejected during probation and have the right to appeal the rejection to a Skelly Officer, the State Personnel Board (SPB) and the CFFJAC.

During the mandatory period of time between serving the Notice of Rejection and the effective date of rejection, the employee may be assigned to a temporary work assignment at their home Unit. If the employee's presence at their home Unit creates a safety problem or could be a major detriment to the completion of work, the Unit Chief may request the employee be placed on paid administrative leave (ATO). ATO should only be used in extreme or unusual situations.

If an employee is rejected during probation for failure to pass the Academy, the following will occur:

- 1) Academy staff will:
  - Prepare the "Notice of Rejection During Probationary Period" with specific examples supporting the Notice.
  - Sign the "Notice of Rejection During Probationary Period".
  - Serve the Notice of Rejection on the employee.
  - Notify the Unit, Region, Statewide JAC Coordinator and CFFJAC about the rejection using the CAL FIRE 305 form.
  - Notify the Unit Chief or designee, Skelly Officer, and CAL FIRE Legal Office about the rejection.
  - Provide copies of the "Notice of Rejection During Probationary Period" to the affected Region Administrative Officer, Unit Chief, Legal Office, and Skelly Officer (if Skelly hearing requested).

- 2) Human Resources staff or Unit Chief/designee will provide the Academy staff with information concerning any return rights the employee may have to a former position/classification.
- 3) Unit Personnel Services Specialist will process the employee's rejection (if not modified by the Skelly Officer), final pay and overtime pay if applicable.

Employees classified as FFII and FAE, that attend the Firefighter Challenge (FFC), have only one opportunity to successfully complete the FFC and meet the equivalency of the FFA. Employees attending the FFC will have no appeal rights since failure of the course is not a punitive action.

Those employees will not be rejected on probation. Instead they will be returned to their Unit for an assignment until they can be scheduled in the next FFA or COA. A transmittal letter will be forwarded to their Unit and a CAL FIRE 305 will be distributed through the JAC Coordinators to monitor the agreement status.

Employees classified as a limited term (LT) FAE must successfully complete Basic Fire Control as a condition of employment for the limited term position. This will not preclude the employee from remaining on the permanent FAE examination list.

A limited term employee does not have a probationary period and can not be dismissed on probation for failure to complete a condition of employment. Instead, the apprentice is dismissed for failure to successfully complete the course, and a transmittal letter is forwarded to their Unit. A CAL FIRE 305 form will be distributed through the JAC Coordinators to monitor the agreement status.

## **APPEAL TO SKELLY OFFICER**

**4172.2**

(No. 6 February 2007)

For permanent employees, the period of time between serving the Notice of Rejection and the effective date of rejection must be at least five calendar days. During this 5-day period the employee has the right to appeal the rejection to the "Skelly" Officer. CAL FIRE will assign a Skelly Officer for apprentices rejected during probation. At management's option, the 5-day period of time can be extended to give the employee adequate time to prepare a response to the Skelly Officer.

The Skelly Officer has the authority to uphold, modify, or dismiss the rejection. If the Skelly Officer modifies or dismisses the rejection, the Academy staff will rescind/modify the original Notice of Rejection During Probationary Period.

For limited term employees, there are no Skelly Hearing appeal rights.

## **APPEAL TO STATE PERSONNEL BOARD (SPB)**

**4172.3**

(No. 6 February 2007)

Regardless of whether an apprentice appeals the rejection to a Skelly Officer, the apprentice may file an appeal in writing to the State Personnel Board (SPB) if they have permanent status. Such a request must be filed with the SPB within 15 calendar days of the effective date of the rejection during probation. The SPB may uphold, modify or dismiss the rejection.

## **APPEAL TO CFFJAC**

**4172.4**

(No. 6 February 2007)

When an apprentice with permanent status is rejected during probation, CFFJAC will be notified of the rejection and the Apprentice Agreement will be cancelled no sooner than 30 days after the effective date of rejection.

When an apprentice with limited term status fails to successfully complete the course, CFFJAC will be notified of the failure and the Apprentice Agreement will be cancelled no sooner than 30 days after the effective date of failure.

Within 30 days of the effective date of separation, an employee may appeal the cancellation of an Apprentice Agreement to the CFFJAC Administrator. Appeals must contain (at a minimum) a description of the reason/circumstances leading to the appeal and the desired outcome. Within 15 days from receipt of an appeal, the CFFJAC Administrator will notify CAL FIRE and refer the matter to SubJAC for review.

SubJAC must schedule a review of the appeal permitting at least 10 days notice to the charged party. The review must occur no later than 30 days from the date of referral. SubJAC may consider written documentation, in addition to testimony from witnesses, including hearsay evidence. Parties will have an opportunity to respond to statements or questions. Cross-examinations and subpoenas are not allowed.

SubJAC shall make a written report that includes a finding, rationale, and recommendation concerning the appeal to the CFFJAC Administrator within 15 days of the date of the review. The CFFJAC Administrator will forward this recommendation to the parties concerned. If SubJAC members cannot agree on a recommendation, a written summary of the review and the reasons for no recommendations must be sent to the Administrator of the CFFJAC within 15 days of the date of the review.

If either party is not satisfied after the recommendation from SubJAC, notification of intent to continue the appeal must be sent to the CFFJAC Administrator within 15 days of the written notification of SubJAC's recommendation. The appeal is automatically continued to the CFFJAC Administrator if SubJAC is unable to agree on a recommendation.

If the appeal is timely, the CFFJAC Administrator will schedule an Administrative Review of the case no later than 15 days from the date of the receipt of the request to continue the appeal. The CFFJAC Administrator will review the recommendation, finding, and rationale from SubJAC, as well as, receive additional information from the charged and charging parties and make a recommendation to both parties for resolution of the appeal.

If the CFFJAC Administrator's recommendation is not accepted, a written request for a hearing before the CFFJAC must be sent to the CFFJAC Administrator no later than 15 days from the date of the CFFJAC Administrator's recommendation.

If the appeal is timely, the CFFJAC Administrator will prepare a report to the CFFJAC. A hearing will be scheduled at the earliest meeting that permits a 10-day notice to the charged party. Any concerned party, including the charging party, may be represented at the hearing by counsel or other qualified representative. If after the hearing, either party is not satisfied, a written request to refer the appeal to the Administrator of Apprenticeship for resolution under the California Code of Regulations, Title 8, chapter 2, part 1, 201,202, 203, must be sent to the CFFJAC Administrator within 15 days from the CFFJAC decision.

Regardless of the appeal outcome, the CFFJAC's determination is a recommendation only in reference to the apprentice employment status. Hiring decisions are at the department's discretion.

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[\(see Forms or Forms Samples\)](#)

## **TRAINING DOCUMENTATION**

**4173**

(No. 6 February 2007)

### **MONTHLY TRAINING REPORT FORM 304**

**4173.1**

(No. 6 February 2007)

Apprentices are required to document all JAC training on the Form 304, Monthly Training Report. The form will be completed in a legible manner and submitted on a monthly basis. See [CAL FIRE 304 – Monthly Training Report Form](#).

The following is a list of errors commonly made on the Form 304. Such errors may result in the delay of an apprentice reaching their journey-level status, their forms being returned for correction or their training hours posted incorrectly:

- 1) Name on form illegible.
- 2) Incident numbers listed in the “course name” column. Related and supplemental training must be performed on-duty and in addition to the apprentices regular on-the-job performance. Incidents are not considered related and supplemental training.
- 3) Forms coded incorrectly.
- 4) Incorrect JAC appointment date.
- 5) Entering more than one month on a single training form.
- 6) Entering multiple days of training in one box. Hours for courses lasting multiple days must be individually entered on individual days.
- 7) Multiple training subjects performed on the same day, entered on the same line.
- 8) An unreasonable number of hours of training on a single day. Example: 12 hours of ladder drills performed on one day is questionable.
- 9) Sequential days of training that extend beyond a normal shift. Example: training entered on the form on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> of the same month.

## **DOCUMENTING SUBSTITUTE TRAINING**

**4173.2**

(No. 12 June 2010)

When documenting a substituted course on the Monthly Training Report Form, the apprentice must enter the JAC Code for the required training being substituted. In the "Course Name" column of the form, enter the course name of the substituted training. Example: If an apprentice has already attended Fire Investigation 1A and has been approved to substitute training, the apprentice will enter the JAC Code for Fire Investigation 1A. Note in the "Course Name" column: Substituted with "name of course".

## **NOTEBOOK SIGN-OFF**

**4173.3**

(No. 12 June 2010)

If the apprentice exhibits proficiency in their training subject and has satisfied the hours of training required, the JAC Supervisor can initial the apprentice's JAC notebook or syllabus as a completed area of training. If the apprentice is not proficient in performing an exercise or has not acquired knowledge in a particular subject area, the JAC Supervisor should assist the apprentice with any observable deficiencies.

## **CERTIFICATION OF FIRST AND THIRD YEAR TRAINING COMPLETION**

**4173.4**

(No. 6 February 2007)

The apprentice agrees upon signing an agreement to successfully complete all terms of their apprentice agreement.

The Unit Instructor of Record must certify successful completion of all first and third year apprenticeship training requirements. This certification of completion must include related and supplemental training syllabi, as well as the written and performance scores and is submitted to the Region JAC Coordinator, who will forward it to the CFFJAC Office.

Apprentices who do not meet the timeframes for completion of their apprenticeship agreement may be subject to progressive discipline.

Exhibit: [First/Journey Level JAC Completion Certification](#)

## **APPRENTICE STATUS FORM 305**

**4173.5**

(No. 12 June 2010)

The CAL FIRE 305 Apprentice status form is to notify Unit, Region and Statewide JAC Coordinators and CFFJAC about any change in status regarding a FFII or FAE apprentice.

To accelerate processing Unit JAC Coordinators may submit forms simultaneously to Region JAC coordinators and CFFJAC. CFFJAC will hold the change of status form five days to allow Region JAC Coordinators time to make any necessary corrections before changing status.

## **INSTRUCTIONS FOR COMPLETING THE APPRENTICE STATUS FORM 305**

**4173.6**

(No. 12 June 2010)

The form is completed by the person initiating the change in the apprentice status. Note today's date and the effective date of change on the form.

Check the appropriate changes in the mid section of the CAL FIRE 305 form, based on the description provided on the back of the form. Include any additional information needed.

(When there is less than six months left on an agreement, a new one can not be initiated for that classification).

Indicate all dates and to whom routed.

## **TRAINING VERIFICATION FORM 306**

**4173.7**

(No. 12 June 2010)

The CAL FIRE 306 Training Verification Form is designed so that the information can be captured by the Units and communicated to Region, Academy and CFFJAC so apprentices can provide the information one time.

**INSTRUCTIONS FOR COMPLETING THE TRAINING  
VERIFICATION FORM 306**

**4173.8**

(No. 12 June 2010)

The Unit Training Officer/JAC Coordinator must verify courses using the employee's original certificates as verification. The information will determine the required Academy training and appropriate syllabi and progress notebooks which the apprentice will be following.

Enter the effective date of hire, not the date the form was completed.

Instructions for completing the form are on the reverse. As an example, comments may identify a Basic Academy class an employee is scheduled to attend.

The bottom part of the form is completed by CFFJAC.

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## EXAMINATIONS

4174

(No. 8 September 2008)

Two comprehensive written and performance examinations are administered to each apprentice during their three-year program. For purposes of this section, a Blanketed-In employee who is required to complete written and/or performance examinations as determined by the SubJAC will be subject to the same conditions for passing examinations as formal apprentices. The first-year written and performance examinations can only be administered to an Apprentice after they have successfully completed all required, related and supplemental instruction and at least 12 months of apprentice work experience. The journey-level or final-year written and performance examinations can only be administered to an Apprentice after successful completion of all required, related and supplemental instruction and at least 31 ½ months of apprentice work experience. A minimum score of 80 percent is required to pass written and performance examinations.

The 80% standard applies only to JAC employees who signed their JAC agreement after 9/1/06. Those who entered the JAC program before this date are to be held to the 70% standard per the policy for their agreement.

R  
E  
V

The FFII and FAE first-and journey-level written exams consist of 75 to 100 multiple choice questions randomly selected from a large test base which is maintained by the Statewide JAC Coordinator.

Each quarter, randomly generated written exams with answer keys are produced, and sent to the Region JAC Coordinators. When administering a written exam, the Unit JAC Coordinator should use the exam corresponding to the quarter in which it is given.

Performance examinations will follow the same testing standards as those used at the CAL FIRE Academy.

The exams are confidential documents and must be kept in a secure location. Employees will not be allowed to keep a copy of the exam and in accordance with Government Code Section 19681 (b); disciplinary action may be taken against employees violating exam security. The exam and answer key are available from the Region JAC Coordinator.

## EXAMINATION TIME TABLE

4174.1

(No. 6 February 2007)

A comprehensive written and performance progress exam will be administered within 2 months of completion of the first year of apprenticeship. The exam will evaluate first year related and supplemental training which must be completed prior to taking the exam.

Due to local and regional class availability, some apprentices may not have attended all of the training outlined in the first-year syllabus. If this is the case, the Unit JAC Coordinator may have to postpone administering the exam beyond the deadline. An examination will only be administered providing the following conditions apply:

- 1) The Apprentice has served 12 months of full time service in the apprentice occupation.
- 2) The Apprentice has completed the 144 hours of related and supplemental training.
- 3) The Apprentice submits the completed Individual Training Record form from the First-Year Notebook to the JAC Supervisor.

Apprentices who do not meet these timeframes may be subject to progressive discipline.

Within 1 month after completion of the third year of apprenticeship, the Apprentice will take the third-year written and performance examinations. The third-year exam is based on the related and supplemental training outlined in the 2<sup>nd</sup> and 3<sup>rd</sup> Year Notebooks. An examination will only be administered providing the following conditions apply:

- 1) The Apprentice has served at least 31 ½ months of full-time service in the apprentice occupation.
- 2) The Apprentice has completed the 432 hours of related and supplemental instruction.
- 3) The Apprentice submits the completed Individual Training Record form from their 2<sup>nd</sup> and 3<sup>rd</sup> Year Notebooks to the JAC Supervisor.

Apprentices who do not meet these timeframes may be subject to progressive discipline.

## **FIRST YEAR PROGRESS EXAMINATION**

**4174.2**

(No. 6 February 2007)

The first-year examination is intended to evaluate the Apprentices' progress in the occupation. Apprentices who fail to successfully pass the first year performance examinations will be required to participate in a program of study and practice to address identified deficiencies and there is no requirement to re-test the individual.

The JAC Supervisor must design a program of study and practice to assist the apprentice in areas of weakness identified during the testing process. The study program must be discussed with the apprentice, and will become part of the apprentice's Progress Notebook. The program of study may include lectures, demonstrations, individual instruction, reading and study assignments, practice drills, and/or review.

The JAC Supervisor should monitor and document the progress and success of the remediation program. The need to remediate first-year course work need not delay the beginning of 2<sup>nd</sup> year training.

The performance portion of the first-year exam tests subject matter contained in the 1<sup>st</sup> year Progress Notebook and tests the apprentice's skill proficiency in the following areas:

Fire Fighter II

Ladders/ SCBA  
Reverse Hose Lay  
Forward Hose Lay

Fire Apparatus Engineer

Ladders/SCBA  
Pumping from Tank  
Pumping from Hydrant  
Pumping from Draft

**JOURNEY LEVEL EXAMINATION**

**4174.3**

(No. 6 February 2007)

The journey level examination tests the Apprentice's knowledge and proficiency in the occupation, and may not be given prior to completion of all related and supplemental training. The Apprentice is required to pass both the written and performance portion of the exam, however, they are provided with three opportunities to do so. The journey-level written exam tests subject matter contained in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year Progress Notebooks. The performance portion of the exam tests the same skills as listed below.

Fire Fighter II

Ladders/ SCBA  
Reverse Hose Lay  
Forward Hose Lay  
Ropes, Knots, Rigging

Fire Apparatus Engineer

Ladders/SCBA  
Pumping from Tank  
Pumping from Hydrant  
Pumping from Draft  
Mobile Pumping

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## **JOURNEY LEVEL EXAMINATION FAILURES**

**4175**

(No. 6 February 2007)

Apprentices who fail the journey-level written and/or performance exam must participate in the same remediation study and practice as outlined in the First-Year Progress Examination section above. The study and practice must be documented and become part of the Apprentices training record.

After a first-time written exam failure, the apprentice shall be scheduled to take the next quarterly generated exam. The date for re-test should provide the apprentice with the maximum remediation time necessary and allowed, however, the operational and administrative needs of the Unit will be considered in establishing the date. The exam cannot be administered earlier than 24 hours from the administration of the failed exam or later than the end of the following quarter. The documented remediation program must include the proposed date for re-testing. If the student is not prepared to test on the established date, the exam may be postponed, provided it is administratively feasible and it does not set the new test date beyond the quarter.

Apprentices who fail a portion of the journey-level performance exam shall be re-tested on only the performance test(s) the apprentice failed. Apprentices may be given a performance exam earlier than the following quarter, but no sooner than 24 hours from the time of failure.

## **SECOND TIME FAILURE**

**4175.1**

(No. 6 February 2007)

If an Apprentice fails the final written or any portion of the performance exam a second time, the JAC Supervisor shall again develop a program of study based on areas in which the apprentice needs improvement. Again, the program of study must be documented. The apprentice will be directed to participate in study and practice as outlined by the JAC Supervisor and will be required to take another journey-level exam the following quarter. The same guidelines and restrictions for re-testing will apply.

An apprentice who fails the journey-level exam a second time must be notified that a third exam failure will result in termination from employment.

## **THIRD TIME FAILURE**

**4175.2**

(No. 1 Oct 2003)

In accordance with Government Code Section 19585, the appointing authority must remove a permanent or probationary employee from a position if they fail to meet a requirement for continuing employment as prescribed in the class specification for the position to which the employee is appointed.

A third-time failure will automatically result in a non-punitive termination from employment when the employee could not or did not acquire and retain a particular requirement necessary for continuing employment in the classification, in this case, passing the journey-level apprenticeship exam.

A written Notice of Non-punitive Termination of Employment must be issued to the Apprentice with an effective date at least five calendar days after service of the notice. The notice must include the following information.

- 1) Such action is non-disciplinary.
- 2) Employees have the right to appeal to the State Personnel Board any actions relative to termination for failure to meet a requirement for continuing employment within 30 calendar days after receipt of written notice of such action;
- 3) Employees have a right to appeal to the California Fire Fighter Joint Apprenticeship Committee within 30 calendar days after receipt of written notice of termination when disputing an action or inaction of a party relating to apprenticeship; and
- 4) Employees who are terminated do not have a mandatory right of return to any former position, but do retain permissive reinstatement rights.

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**PERMISSIVE REINSTATEMENT  
AFTER NON-PUNITIVE TERMINATION**

**4176**

(October 2003)

Government Code Section 19140 provides that, when an employee who received a non-punitive termination again meets the requirements for continuing employment in a position, the employee shall be eligible for permissive reinstatement.

Requests for permissive reinstatements made under this provision require the approval of the Region Chief. A reinstating employee must successfully pass the final-year written and/or performance exam(s) prior to the effective date of reinstatement.

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## **APPOINTMENT EFFECTIVE DATES AND EXCEPTIONS 4180**

(No. 6 February 2007)

### **PERMANENT APPOINTMENT TO FF II 4180.1**

(No. 6 February 2007)

Employees hired into the classification of FFII on a permanent basis are required to participate in the Joint Apprenticeship training program. The standard hiring process provides that the effective date of permanent appointment to the FFII classification and the effective date of apprenticeship occur on the same date the apprentice begins their required Academy course. The only exception to the effective date of appointment policy is critical need early hiring.

- 1) Critical Need Early Hiring Exception
  - a) When it is necessary to hire a FFII outside of the normal hiring process due to critical hiring needs, employees may be permanently appointed to the classification with the approval of SubJAC. Their apprentice agreement is activated and signed prior to attending the Academy and their effective date of appointment is the date of the agreement. In order for an apprentice to be hired before the start of an Academy the following must occur:
  - b) Prior to the proposed date of appointment, the Unit Chief must submit an Early Hiring Exception request through the CAL FIRE chain of command. The request should then be forwarded to the Statewide JAC Coordinator who will submit it to SubJAC for consideration. The request should include:
    - o The reason for the critical hiring need,
    - o The potential consequence if the early hiring exception is not granted,
    - o And a commitment that the Unit will schedule the employees for Academy training as soon as possible.
  - c) SubJAC must review the critical hiring need and approve or deny the request
  - d) The apprentice must attend the Academy as soon as possible, but no later than 12 months from appointment date. The Region JAC Coordinator should give these apprentices high priority when assigning students for Academy training.

- e) The administration of progress exams and/or journey-level exams may be adjusted to allow the apprentice sufficient time to complete the related and supplemental training. The time adjustments should not be greater than the length of apprenticeship time served prior to Academy attendance.

## **APPOINTMENT TO FAE**

**4180.2**

(No. 6 February 2007)

Employees hired into the classification of FAE are required to participate in the Joint Apprenticeship training program. The standard hiring process provides that the effective date of the appointment to the FAE classification occurs on the same date the apprentice begins their required Academy course. Exceptions to the effective date of appointment policies are below.

- 1) Appointment on May 15, 2006
  - A decision was made to include all LT FAE's in the Joint Apprenticeship Program.
  - Apprenticeship was granted to those LT FAE's working on May 15, 2006 who had not previously signed an FAE apprentice agreement.
- 2) Employees who are appointed to the classification of FAE who have attended both a Fire Fighter Module (FFM) as a permanent FFII and a 2A or 2A Challenge Course as a LT FAE have satisfied all Academy training requirements. Therefore, the effective date of appointment to the permanent FAE classification is based on Unit needs and employee eligibility. NOTE: When this occurs, the Region JAC Coordinator must be notified so that an apprentice file can be created and so that an apprentice agreement is initiated for the employee by the statewide JAC Coordinator.
- 3) Critical Need Early Hiring Exception
  - a) When it is necessary to hire FFII's or FAE's outside of the normal hiring process due to critical hiring needs, apprentices may be permanently appointed to the classification of FFII or FAE and indentured as apprentices without immediately attending the Academy. Thus the effective date of appointment will not coincide with the date of Academy training. In order for an apprentice to be hired before the start of an Academy the following must occur:

- b) Prior to the proposed date of appointment, the Unit Chief must submit an Early Hiring Exception request through the CAL FIRE chain of command. The request should then be forwarded to the Statewide JAC Coordinator who will submit it to SubJAC for consideration. The request should include:
  - o The reason for the critical hiring need,
  - o The potential consequence if the early hiring exception is not granted,
  - o And a commitment that the Unit will schedule the employees for Academy training as soon as possible.
- c) SubJAC must approve of the action.
- d) The apprentice must attend the Academy as soon as possible, but no later than 12 months from appointment date. The Region JAC Coordinator should give these apprentices high priority when assigning students for Academy training.
- e) The administration of progress exams and/or journey-level exams may be adjusted to allow the apprentice sufficient time to complete the related and supplemental training. The time adjustments should not be greater than the length of apprenticeship time served prior to Academy attendance.

## **TRAINING AND DEVELOPMENT ASSIGNMENTS**

**4180.3**

(No. 6 February 2007)

When an employee participates in a Training and Development (T&D) assignment, the employee is not appointed to the classification of FFII or FAE and does not serve as a formal apprentice. The effective date of apprentice equivalency for a T&D assignment depends on the result of the SubJAC review. At the completion of the T&D assignment or at the time the employee has other eligibility for appointment to the class, e.g. reachable on the list, the employee can be appointed to the FFII or FAE classification. Consequently, the date of Academy training (if required under the terms of the T&D assignment) and the date of appointment to the classification will not coincide. See [Section 4184.2 SubJAC Review](#), for information concerning T & D assignments to apprentice classifications.

## **BLANKETED-IN EMPLOYEES**

**4180.4**

(No. 6 February 2007)

The effective date of apprenticeship, if required, for FFII and FAE employees, is the same date the apprentice is Blanketed-In to CAL FIRE employment. Not all Blanketed-In FFII and FAE employees are required to serve in the apprenticeship program. See [Section 4182](#) Blanketed-In Employee for additional information concerning Blanketed-In employees.

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**APPRENTICESHIP RULES AFFECTING PROMOTION** **4181**  
(No. 6 February 2007)

**FIRE FIGHTER II** **4181.1**  
(No. 6 February 2007)

Fire Fighter II apprentices are granted journey-level status, after 36 months of service, successful completion of all required training, written examinations and manipulative skills identified in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year Progress Notebooks.

Employees hired into the classification of FFII on a permanent basis are not required to complete the apprenticeship program in order to promote to the classification of FAE providing they are otherwise eligible.

FFII employees who promote to the classification of FAE after completing 31½ months performing the duties of the occupation and who have completed first, second and third-year syllabus training, as well as the written and performance exams, will be granted journey-level status as a FFII upon promotion to FAE.

Apprentice FFII's hired on or after February 26, 2001 who serve two or more years in the apprenticeship program and who complete all of the first and second-year FFII related and supplemental training shall be granted one year of credit toward completion of the FAE apprenticeship upon promotion to a FAE classification. This credit will only be granted one time, upon the initial signing of the FAE agreement. FAE apprentices are required to submit verification of FFII training for credit toward their FAE apprenticeship within 90 days of their promotion date in order to receive credit.

Employees shall also be granted credit for 40 of the required 144 hours of training listed in the first year FAE JAC syllabus. Subjects to be credited are noted in the syllabus with an asterisk. The remaining 104 hours of training (non-asterisked) in the first year FAE JAC syllabus must be completed in addition to the second and third-year training. The apprentice must also complete the first and final year examination and skills evaluation.

**FIRE APPARATUS ENGINEER** **4181.2**  
(No. 6 February 2007)

FAE apprentices are granted journey-level status, after 36 months of service and successful completion of all required training; written examinations and manipulative skills identified in the 1st, 2nd and 3rd year Progress Notebooks; and successfully passing the third year final exam.

To allow for an early completion of apprenticeship due to a critical hiring need, a letter may be submitted by the Unit Chief through the CAL FIRE chain-of-command to the Statewide JAC Coordinator, who will forward the request to CFFJAC. The letter should contain the following:

- 1) Identification of the critical need,
- 2) Statement of the employee's exemplary performance,
- 3) Confirmation of 31-½ months apprenticeship in the appropriate classification,
- 4) Completion of all required apprenticeship training.

Employees hired into the classification of FAE on a permanent basis may not promote to the classification of Fire Captain (FC) until they have attained journey-level status as a FAE. Some exceptions apply in the cases of employees hired off the Open Fire Captain list or to an Out-of-Class Acting Fire Captain assignment.

Employees may be allowed to participate in the FC examination after 30 months as an apprentice FAE providing they are otherwise eligible to compete in the exam. Employees who are successful in the examination will have their names placed on the eligibility list; however, appointment to the FC class will be prohibited by way of a code placed next to the individual's name. Upon notice of attainment of journey-level status as a FAE, Human Resources, Examination Unit will remove the code on the certification list that prohibits appointment to the FC classification.

## **FIRE CAPTAIN**

**4181.3**

(No. 6 February 2007)

FAE's that have been granted journey level status are eligible for promotion to Fire Captain.

Exceptions to promotion to Fire Captain prior to full eligibility may include:

- 1) Open Fire Captain List:

If accepting a Fire Captain position from the open exam list, the apprentice agreement is **terminated**.

- 2) TAU assignment

TAU's are determined on a case-by-case review at the Executive level, based on current eligibility requirements.

### 3) Out-of-Class Acting Fire Captain (FC) assignment

If accepting an Acting Fire Captain position for an out of class assignment, the apprentice agreement is **suspended**. The criteria for FAE work credit differs depending on whether the assignment was in a Fire Station or not. Duties outside those of an apprentice are reviewed on a case by case basis and must maintain training essential to the duties of a FAE.

The apprentice needs to sign the [Acknowledgement of JAC time in Suspension](#). The apprentice will be provided with the [Request for JAC Time Credit](#) and [Out of Class Criteria](#).

#### **Working in a Fire Station**

- After completion of the assignment, the apprentice may request credit for time served as an Out of Class Acting FC by completing the “Request for FAE Work Credit” form and submitting it through their Unit JAC Coordinator to SubJAC.
- An apprentice who works out-of-class as a Fire Captain **in a fire station assignment** can expect SubJAC to approve time spent as having met the work processes of a JAC FAE.

#### **Not working in a Fire Station**

- Assignments **other than fire stations**, such as ECC, Camp, Prevention, etc., will be reviewed on a case-by-case basis to determine that the employee has continued to develop and maintain essential FAE skills (work processes) during the acting Fire Captain assignment.
- SubJAC will credit the percentage of time developing and maintaining FAE work processes towards the Apprentice Agreement.

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## **BLANKETED-IN EMPLOYEES**

**4182**

(No. 6 February 2007)

Typically, when CAL FIRE enters into a new cooperative fire agreement, the local government employees who previously performed the work assumed by CAL FIRE are transferred or “Blanketed-In” to state service by State Personnel Board resolution. When this occurs, the Unit originating the contract is responsible for conducting a thorough review of the Blanketed-In employee training records and work history, developing an individual training plan for each new employee, and submitting it to SubJAC for review.

The review, development, and approval of training plans for Blanketed-In employees will be as follows:

### **TRAINING AND EDUCATION REVIEW**

**4182.1**

(No. 6 February 2007)

The Unit is responsible to assemble and analyze the training, education and experience records for Blanketed-in employees. This step is typically done by the Unit Training Officer, but can be completed by the Unit JAC Coordinator, Instructor of Record or other designee. The Unit will compare the employee’s work history and training records to the related and supplemental training for JAC FFII and FAE apprentices, required training in the 4000 handbook and any additional required local or department training.

Once the Unit has completed their review and developed recommendations for the SubJAC review, they submit the training package to SubJAC. The training package will include the summary memo of the Unit’s recommendations, completed Individual Training Record forms, and copies of all training records, certificates, etc. for verification of completion. This should occur at least 30 days prior to the effective date of CAL FIRE employment.

SubJAC will develop and submit an Individual Training Plan for each Blanketed-in employee based on the review of the training package, assessment of the summary memo and requirements of the department and JAC training programs.

Responsibilities for processing of the Individual Training Plans are as follows:

## **Unit Chief**

1. The Unit Chief originating the contract will review and approve the Unit training package for submittal to the SubJAC.
  - This review will allow the Unit Chief an opportunity to become familiar with the training and experience requirements for each employee.
  - Allows identification of operational needs that may arise while the Blanketed-In employees meet their training requirements.
2. Once approved, the Unit Chief will forward the training plans to the Statewide JAC Coordinator.

## **Unit Training Officer**

Review each Blanketed-In employee's work history and training records and include a thorough assessment of the employees existing training records, position(s) held, and the types and duration of duties performed within those position(s).

1. Only training that can be verified through documentation will be accepted for equivalency or for satisfying any training requirements as set forth in the 4000 Handbook, Department policy, Memorandum of Understanding, Joint Apprenticeship Program, federal, state, and local mandates, and any specialized local training needs. Copies of the following documents will be included with the plan:
  - Certificates of attendance in training courses at the local, state, or national level.
  - Certificates of attendance in training courses specific to their existing department.
  - ICS position qualification that is proven by certification and position performance evaluation.
  - Any licenses, diplomas, cards, or documents that verify currency with mandated training, professional skills, or proficiency requirements.
  - Other documentation that will verify any related training the employee has completed.
- a. Indicate what JAC training requirements have been met by the employee, by filling in the Individual Training Record form contained in the FFII and FAE Apprentice Progress Notebooks and include certificates necessary for verification.
- b. Reference the training matrix in the 4000 Handbook to be sure the employee meets any of the requirements or recommendations listed and include certifications.

2. Evaluate the employee's work history and focus on their skills and ability to successfully perform in the duties of the classification they will hold once appointed to CAL FIRE.
  - a. This will require a thorough assessment of the actual duties performed, duration those duties were performed, evaluations of performance, and any specialty skills that may be applicable.
  - b. Include this information in the summary memo to assist in determining any additional needs for training.
3. Develop a summary memo, or recommendation for training, based on a comparison of the work history and training records.
  - a. Include information regarding possible apprenticeship status, training to be completed and any recommendations regarding attendance in the BFC.
  - b. Often times it is determined that a Blanketed-In employee must complete several training classes that may be offered within the Academy Basic Fire Control (Fire Fighter and/or Company Officer Academy). The SubJAC recognizes the benefit of a new employee's attendance in the Academy Basic Fire Control Course and when beneficial, the Department should send the employee through Basic Fire Control rather than send them to several stand alone courses.
  - c. Base summary memo recommendations on areas other than documented training; for example, experience, education, time in grade, expertise in a particular area, or other relevant factors that substantiate the recommendations.

### **Statewide JAC Coordinator**

It is the responsibility of the Statewide JAC Coordinator to collect and review the Training Plans to assure that plans have been developed for all of the Blanketed-In employees and prepare them for SubJAC review.

1. Submit the Unit's training package to the SubJAC for review and recommendations.
2. Once the Individual Training Plans are developed and approved by the SubJAC, the Statewide JAC Coordinator will notify the Unit regarding the outcome.

## Sub-JAC Committee

The final review and development for the Blanketed-In employee's individual training records will be conducted by the Department SubJAC Committee. Training plans will identify the specific training needs for the classification the Blanketed-In employee will be assuming within CAL FIRE and the time frames for completion of the training.

1. A Sub-JAC Training Review sub committee made up of both labor and management will review the training plans and make recommendations for changes that they deem appropriate.
2. SubJAC will hold a meeting to discuss the Training Review sub committee's findings and to provide final approval of all training plans.
3. Approved Training Plans and any changes made by Sub-JAC will be returned to the Unit Chief for implementation.
4. The Statewide JAC Coordinator will provide copies of Blanketed-In apprentice training requirements to Region and Unit JAC Coordinator, and CFFJAC.

## TRAINING PLANS

4182.2

(No. 11 December 2009)

Employees Blanketed-In to the classifications of FFII and FAE may be required to participate in the entire apprenticeship program, a portion of the apprenticeship program, or may be granted journey-level status upon transfer to CAL FIRE employment. The determination of apprenticeship status lies with SubJAC and is accomplished through the training and education review process. **Employees Blanketed-in to other fire service classifications will have an Individual Training Plan that specifically identifies any required training as recognized by the 4000 Handbook, Department policy, Memorandum of Understanding, Joint Apprenticeship Program, federal, state, and local mandates, and any specialized local training needs.**

The Region and Unit JAC Coordinator will receive written notice of the SubJAC determination. The Individual Training Plan developed by SubJAC will list the specific training and experience needs of the Blanketed-In employee and a time frame for completion. Separate categories and completion time frames will be established in the Training Plan for listing the required, recommended, and enhancement training that the employee will be expected to complete. A category will also be established for listing the process for gaining experience in specific Department programs and familiarity with the Department operations.

The SubJAC review will result in one of the following:

- 1) Participation in 1 to 3 years of the prescribed apprenticeship program:
  - The Blanketed-in employee is considered an apprentice and will sign an apprentice agreement for the prescribed period. The apprentice will be issued the appropriate Progress Notebook(s).
  - Upon completion of the required apprenticeship training, the employee will be issued a journey-level certificate. Once the employee achieves journey-level status they will be entitled to receive the Educational Incentive Pay.
  
- 2) Participation in prescribed training courses identified by SubJAC:
  - The Blanketed-in employee will not sign an apprentice agreement but may be issued Progress Notebook(s)
  - Training may include the Basic Fire Control courses, 4000 Handbook courses and other training deemed appropriate for the classification.
  - Employee will be required to successfully participate in identified training/examination(s) prior to being granted a journey-level equivalency. Once the employee achieves journey-level status they will be entitled to receive the Educational Incentive Pay.
  - A representative group of CAL FIRE apparatus from within the Unit will be assembled in a single location and orientation provided as to the features, equipment complement, and pumping operations of each engine.
  - CAL FIRE Units will provide additional training on CAL FIRE specific fire apparatus in both on and off road operations
  
- 3) Granting of journey-level status:
  - Based on the training records and work history of the Blanketed-In employee they may be considered a journey-level FFII or FAE.
  - The effective date they were appointed to CAL FIRE employment will be the date they are entitled to receive the Educational Incentive Pay.
  - No journey-level certificate is issued.

See [Section 4187 Education Incentive Pay](#), for additional information.

## Driver Training

If it is determined that the Blanketed-In employees will not be attending the Company Officer Academy, they will need to become familiar with the CAL FIRE Defensive Driving program and orientation to CAL FIRE Fire Apparatus. In order to address the employee's need for Defensive Driving certification, the employee will attend the Defensive Driver Training at the earliest available opportunity. Employees that need to recertify their defensive driving certification will follow the same guidelines as all state vehicle operators.

Blanketed-In employees required to attend training at the Unit level must complete it within 30 days of the employee's Blanketed-In hiring date. A representative group of CAL FIRE apparatus from within the Unit will be assembled in a single location and orientation provided as to the features, equipment complement, and pumping operations of each engine.

CAL FIRE Units will provide additional training on CAL FIRE specific fire apparatus in both on and off road operations.

## **DOCUMENTING COMPLETION OF REQUIRED TRAINING 4182.3**

(No. 8 September 2008)

Documented training of Blanketed-In employees placed in an apprenticeship program or participating in prescribed training and given an Individual Training Plan will submit 304's monthly to the Unit JAC Coordinator.

Once the Blanketed-In employee has satisfied SubJAC training requirements, the Unit Instructor of Record must certify such completion by submitting a letter with appropriate documentation (304) to the Region JAC Coordinator. The Region JAC Coordinator will forward the request for journey-level status and certification to the Statewide JAC Coordinator and CFFJAC. CFFJAC will declare the employee a journey-level or equivalent.

See Exhibit: [First/Journey Level JAC Completion Certification](#).

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## **OPEN LIST HIRED EMPLOYEES**

**4183**

(No. 6 February 2007)

When CAL FIRE hires employees from an Open List, the Unit originating the hiring of the employee is responsible for conducting a thorough review of the employee's training records and work history, developing an individual training plan, and submitting it to the SubJAC for review.

The review, development, and approval of training plans for Open List hires will be as follows:

## **TRAINING & EDUCATION REVIEW**

**4183.1**

(No. 12 June 2010)

The Unit is responsible to assemble and analyze the training, education and experience records for employees hired from an Open List. This step is typically done by the Unit Training Officer, but can be completed by the Unit JAC Coordinator, Instructor of Record or other designee. The Unit will compare the employee's work history and training records to the related and supplemental training for JAC FFII and FAE apprentices, required training in the 4000 handbook and any additional required local or department training.

Once the Unit has completed their review and developed recommendations for the SubJAC review, they submit the training package to SubJAC. The training package will include the summary memo of the Unit's recommendations, completed Individual Training Record forms, and copies of all training records, certificates, etc. for verification of completion. This should occur within 30 days after the employee reports to CAL FIRE for employment.

SubJAC will develop and submit an Individual Training Plan for each employee hired from the Open List, and will be based on the review of the training package, assessment of the summary memo, and requirements of the department and JAC training programs.

Responsibilities for processing of the Individual Training Plans are as follows:

## **Unit Chief**

1. The Unit Chief originating the hiring of an Open List employee will review and approve the Unit training package for submittal to the SubJAC.
  - This review will allow the Unit Chief an opportunity to become familiar with the training and experience requirements for the employee.
  - Allows identification of operational needs that may arise while the Open List employee meets their training requirements.
2. Once approved, the Unit Chief will forward the training plans to the Statewide JAC Coordinator.

## **Unit Training Officer**

Review the Open List hired employee's work history and training records and include a thorough assessment of the employees existing training records, position(s) held, and the types and duration of duties performed within those position(s).

1. Only training that can be verified through documentation will be accepted for equivalency or for satisfying any training requirements as set forth in the 4000 Handbook, Department policy, Memorandum of Understanding, Joint Apprenticeship Program, federal, state, and local mandates, and any specialized local training needs. Copies of the following documents will be included with the plan:
  - Certificates of attendance in training courses at the local, state, or national level.
  - Certificates of attendance in training courses specific to their existing department.
  - ICS position qualification that is proven by certification and position performance evaluation.
  - Any licenses, diplomas, cards, or documents that verify currency with mandated training, professional skills, or proficiency requirements.
  - Other documentation that will verify any related training the employee has completed.
- a. Indicate what JAC training requirements have been met by the employee, by filling in the Individual Training Record form contained in the FFII and FAE Apprentice Progress Notebooks and include certificates necessary for verification.
- b. Reference the training matrix in the 4000 Handbook to be sure the employee meets any of the requirements or recommendations listed and include certifications.

2. Evaluate the employee's work history and focus on their skills and ability to successfully perform in the duties of the classification they will hold once appointed to CAL FIRE.
  - a. This will require a thorough assessment of the actual duties performed, duration those duties were performed, evaluations of performance, and any specialty skills that may be applicable.
  - b. Include this information in the summary memo to assist in determining any additional needs for training.
3. Develop a summary memo, or recommendation for training, based on a comparison of the work history and training records.
  - a. Include information regarding training to be completed and any recommendations regarding attendance in the BFC.
  - b. In certain instances, it may be determined that an employee hired from an Open List must complete training classes that are offered within the Academy Basic Fire Control (Fire Fighter and/or Company Officer Academy). The SubJAC recognizes the benefit of a new employee's attendance in the Academy Basic Fire Control Course and when beneficial, the Department should send the employee through Basic Fire Control rather than send them to several stand alone courses.
  - c. Base summary memo recommendations on areas other than documented training; for example, experience, education, time in grade, expertise in a particular area, or other relevant factors that substantiate the recommendations.

### **Statewide JAC Coordinator**

It is the responsibility of the Statewide JAC Coordinator to collect and review the Training Plans to assure that plans have been developed for each person hired from an Open List and prepare them for SubJAC review.

1. Submit the Unit's training package to the SubJAC for review and recommendations.
2. Once the Individual Training Plans are developed and approved by the SubJAC, the Statewide JAC Coordinator will notify the Unit regarding the outcome.

## **Sub-JAC Committee**

The final review and development for the employee hired from an Open List will be conducted by the Department SubJAC Committee. Training plans will identify the specific training needs for the classification the employee will be assuming within CAL FIRE and the time frames for completion of the training.

1. A Sub-JAC Training Review sub committee made up of both labor and management will review the training plans and make recommendations for changes that they deem appropriate.
2. SubJAC will hold a meeting to discuss the Training Review sub committee's findings and to provide final approval of all training plans.
3. Approved Training Plans and any changes made by Sub-JAC will be returned to the Unit Chief for implementation.
4. The Statewide JAC Coordinator will provide copies of the Open List employee training requirements to the Region Training Coordinator and to the Unit Training Officer for the purpose of tracking the training requirements.
5. All recommended SubJAC training on SubJAC reviews for Open Fire Captains will be required to be completed within three years, after Nov 19 2009.

## **TRAINING PLANS**

**4183.2**

(No. 6 February 2007)

Employees hired from the Open List will have an Individual Training Plan that specifically identifies any required training as recognized by the 4000 Handbook, Department policy, Memorandum of Understanding, Joint Apprenticeship Program, federal, state, and local mandates, and any specialized local training needs.

The Unit Training Officer will receive written notice of the SubJAC determination. The Individual Training Plan developed by SubJAC will list the specific training needs of the Open List hired employee and a time frame for completion. Separate categories and completion time frames will be established in the Training Plan for listing the required, recommended, and enhancement training that the employee will be expected to complete, including specific Department programs and familiarity with the Department operations. The training determined by the SubJAC committee may include the BFC courses, 4000 Handbook courses and other training deemed appropriate.

- The training determined by the SubJAC Committee may include the Basic Fire Control Courses, 4000 Handbook courses and other training deemed appropriate

for the classification, and employee's will be required to successfully participate in the identified training.

- CAL FIRE Units will provide the Open List employees with additional training on CAL FIRE specific fire apparatus in both on and off road operations.
- A representative group of CAL FIRE apparatus from within the Unit will be assembled in a single location and orientation provided as to the features, equipment complement, and pumping operations of each engine.

## **Driver Training**

If it is determined that the Open List hired employee will not be attending the Company Officer Academy, they will need to become familiar with the CAL FIRE Defensive Driving program and orientation to CAL FIRE Apparatus. In order to address the employee's need for Defensive Driving certification, the employee will attend the DGS, Office of Risk and Insurance Management Defensive Driver Training at the earliest available opportunity. Employees that need to recertify their defensive driving certification will follow the same guidelines as all state vehicle operators.

Open List hired employees required to attend driver training at the Unit level must complete it within 30 days of the response from SubJAC. A representative group of CAL FIRE apparatus from within the Unit will be assembled in a single location and orientation provided as to the features, equipment complement, and pumping operations of each engine.

CAL FIRE Units will provide additional training on CAL FIRE specific fire apparatus in both on and off road operations.

## **DOCUMENTING REQUIRED TRAINING**

**4183.3**

(No. 12 June 2010)

Documented training of Open List hired employees participating in prescribed training and given an Individual Training Plan will submit their training hours to the Unit Training Officer.

CFFJAC will track the minimum required fire captain training requirement on individual training records sent to training officers. The training officer is to certify completion of those requirements in addition to the unit required training recommended to SubJAC.

Once the Open List hired employee has satisfied SubJAC training requirements, the Unit Training Officer must certify the completion by submitting a letter with appropriate documentation to the Region JAC Coordinator. The Region JAC Coordinator will forward the certification completion letter to the Statewide JAC Coordinator who will notify SubJAC.

As of February 24, 2010, individuals with SubJAC reviews who completed required training before this date must successfully complete the FAE Journey testing process to receive journey level equivalency. Those individuals whose training plans are approved by SubJAC from February 24, 2010, date forward, will be required to take the FAE Journey level written and performance exams and achieve journey level equivalency.

See Exhibit: [First/Journey Level JAC Completion Certification \(Notification Memo\)](#).

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## **TRAINING AND DEVELOPMENT ASSIGNMENT**

**4184**

(No. 6 February 2007)

In accordance with the Unit 8 Memorandum of Understanding (MOU), when a vacancy in the classification of Fire Captain, Fire Apparatus Engineer or Fire Fighter II exists, it may be filled by an employee who meets the transfer requirements, providing the employee first participates in a Training and Development (T&D) Assignment to the vacant position.

Employees who successfully complete the T&D plan may be appointed to the classification if they meet all eligibility requirements and are reachable on the examination list. For purposes of this section, T&D Assignments may last for a period up to 4 years pursuant to the MOU and Government Code Section 19050.8.

## **REQUIRED DOCUMENTATION FOR T&D ASSIGNMENT**

**4184.1**

(No. 6 February 2007)

The following documentation is required to place an individual on a T&D to the classification of FC, FAE or FFII.

- 1) Memorandum addressed to SubJAC outlining the proposed T&D plan
- 2) PO 200, Request for Personnel Action
- 3) Standard Training and Development Assignment Plan (instructions for preparing the T&D Plan is located in the "Resources for the PO 200 Process Handbook", typically held by the Administrative Officer)
- 4) Duty Statement and Organization Chart for the training position
- 5) Employee resume
- 6) Completed copy of the FFII or FAE JAC Individual Training Record form and copies of training certificates (this is requested to document any required apprenticeship training the employee has already satisfied)
- 7) List of other training completed, with copies of certificates

The documents identified above should be sent through appropriate Unit/Region channels to the Sacramento Human Resources Office. The assigned HR Analyst will review the proposed T&D Plan and, upon approval, forward a copy of the package to the Statewide JAC Coordinator.

## **SUBJAC REVIEW**

**4184.2**

(No. 6 February 2007)

The memorandum addressed to the SubJAC should be sent to the Statewide JAC Coordinator and will include:

- the intent of the T&D,
- any special qualifications and experience the candidate possesses,
- benefits derived from engaging in the T&D plan and any other pertinent information that will assist SubJAC in its review of the proposal.

The Statewide JAC Coordinator will request a meeting of the SubJAC members for review of the proposed training. Unit personnel may be present at the meeting.

SubJAC will review the candidate's training records and employment history for the purpose of evaluating the employee's experience as it relates to the T&D classification. SubJAC has the authority to modify the Unit's proposal and to create a customized training plan that will satisfy the requirements of the classification and the applicable apprenticeship program.

Note: The training plan for a Fire Captain T&D plan must, at a minimum, satisfy the training requirements of the FAE apprenticeship program.

Training & Development assignments to specialized positions, i.e., Training; ECC, Fire Prevention, etc. must include the assignment of fire protection duties typical of the classification.

- For example, a T&D assignment for an ECC Captain must include duties as a station captain performing typical FC station and suppression work.
- The same goes for T&D assignments to the FAE and FFII classes.

After review, a formal copy of the SubJAC determination will be prepared by the Statewide JAC Coordinator and forwarded to: the HR Analyst, the Region, the Unit, and the Region JAC Coordinator. Upon receipt of the SubJAC determination, the Chief of Human Resources will sign-off on the T& D Assignment and forward it to the Region/Unit for processing.

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## EXTENSION OF TERM OF APPRENTICESHIP

4185

(No. 10 July 2009)

When an employee is not performing or unable to perform the full range of duties for a period greater than three 28-day work periods, the term of apprenticeship must be extended. The period of absence need not be consecutive. The amount of extension shall be the actual time absent after the full range of duties has not been performed for three 28-day periods.

The following are examples of circumstances that may require extensions of apprenticeship:

- 1) Absences for sick leave, maternity leave, military duty, vacation, CTO, holiday, bereavement leave, jury duty, IDL, NDI, etc.
- 2) Unpaid Leaves of Absence
- 3) Limited duty assignments
- 4) Out of Class assignments (See [Section 4181: Apprenticeship Rules Affecting Promotion](#))

When the time of absence from the full range of duties exceeds three 28-day work periods, the Unit Instructor of Record must notify the Region JAC Coordinator to extend the term of apprenticeship using the CAL FIRE 305 Apprentice Status Form. The Region JAC Coordinator will report the need to extend the apprenticeship to the Statewide JAC Coordinator who will notify CFFJAC. The CFFJAC will suspend the employee's apprenticeship program for the period of the absence and reinstate the program upon return to full duty.

Fire Fighter II apprentices who assume Fire Apparatus Engineer assignments shall not have their term of apprenticeship extended.

Employees on limited duty assignments may continue to participate in related and supplemental training providing the performance of the training is consistent with any medical restrictions associated with the limited duty assignment.

If an apprentice temporarily leaves the occupation of a FFII or FAE, for example takes a T & D assignment to an analyst position, the apprenticeship term shall be suspended for the period of absence from the full range of duties of the FFII/FAE classification. Even though the apprentice may be capable of continuing the training portion of the program, the employee may not participate in apprenticeship training because they are no longer performing the full range of duties of the apprentice occupation.

In all cases where apprenticeship was suspended, upon return to the full range of FFII/FAE duties, the term of apprenticeship shall be resumed until the 36 months of apprenticeship and required training have been completed. The Unit Instructor of Record must notify the Region JAC Coordinator when the apprentice returns to full duty in order to re-activate the apprenticeship period. The apprentice may appeal for reinstatement of hours suspended.

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## **CHANGES TO APPRENTICE STATUS**

**4186**

(No. 6 February 2007)

The CFFJAC maintains the official record for each CAL FIRE apprentice. In the event a change occurs regarding an apprentice status, the CFFJAC must be notified using the CAL FIRE 305 Apprentice Status Form. Changes will be sent to the Region JAC Coordinator, who will forward the change to the Statewide JAC Coordinator who will notify CFFJAC. Typical personnel changes include: retirement, demotion, Unit transfer, limited-duty assignment lasting longer than three 28-day work periods, etc.

NOTE: If an employee's name changes, the apprentice must submit a letter to the Unit JAC Coordinator, who will forward it through the JAC system, notifying them of the name change and the reason for it. The letter must include the employee's original signature.

See [CAL FIRE 305 Apprentice Status Form](#)

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## EDUCATIONAL INCENTIVE PAY

4187

(No. 7 January 2008)

An Educational Incentive Pay (EIP) differential of \$75 per month will be paid to permanent, Unit 8 employees who have achieved journey-level status under the approved Joint Apprenticeship Committee (JAC) Program or to employees Blanketed-In to CAL FIRE employment who have been granted a journey-level equivalency. The incentive pay will begin on the date the apprentice meets the criteria and, therefore, may be pro-rated. Below is additional information concerning employee status and the continuance of the incentive pay.

- 1) The effective date of Educational Incentive Pay is upon journey status and completion of time-in-grade, all related and supplemental training, written exams, and manipulative skills identified in the Progress Notebooks for that classification. (Note: Retroactive educational incentive back pay for apprentices does not extend beyond 12 months, unless it is due to department error.)
- 2) Employees who are receiving the Educational Incentive Pay shall retain the pay upon movement to another eligible Unit 8 classification regardless of the EIP criteria for the new class.
- 3) Educational Incentive Pay shall be eliminated upon movement of the employee to a classification not in the Unit 8 designation.

For more information on the Educational Incentive Pay, including information on the specific classifications that qualify for this differential, please see [Section 1037.11.2.3](#) of the Personnel Procedures (1000) Handbook.

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## **TRANSFER EMPLOYEES**

**4188**

(No. 8 September 2008)

When CAL FIRE transfers an employee into a Bargaining Unit 8 classification from another Department, the Unit originating the hiring of the employee is responsible for conducting a thorough review of the employee's training records and work history, developing an individual training plan, and submitting it to the SubJAC for review.

The review, development, and approval of training plans for transfer hires will be as follows:

## **TRAINING & EDUCATION REVIEW**

**4188.1**

(No. 8 September 2008)

The Unit is responsible to assemble and analyze the training, education and experience records for transfer employees. This step is typically done by the Unit Training Officer, but can be completed by the Unit JAC Coordinator, Instructor of Record or other designee. The Unit will compare the employee's work history and training records to the related and supplemental training for JAC FFII and FAE apprentices, required training in the 4000 handbook and any additional required local or department training.

Once the Unit has completed their review and developed recommendations for the SubJAC review, they submit the training package to the Statewide Coordinator for SubJAC. The training package will include the summary memo of the Unit's recommendations, completed Individual Training Record forms, and copies of all training records, certificates, etc. for verification of completion. This should occur within 30 days after the employee reports to CAL FIRE for employment.

SubJAC will develop and submit an Individual Training Plan for each transfer employee, and will be based on the review of the training package, assessment of the summary memo, and requirements of the department and JAC training programs.

Responsibilities for processing of the Individual Training Plans are as follows:

### **Unit Chief**

1. The Unit Chief originating the hiring of a transferred employee will review and approve the Unit training package for submittal to the SubJAC.
  - This review will allow the Unit Chief an opportunity to become familiar with the training and experience requirements for the employee.
  - Allows identification of operational needs that may arise while the transferred employee meets their training requirements.

2. Once approved, the Unit Chief will forward the training plans to the Statewide JAC Coordinator.

### **Unit Training Officer**

Review the transferred employee's work history and training records and include a thorough assessment of the employees existing training records, position(s) held, and the types and duration of duties performed within those position(s).

1. Only training that can be verified through documentation will be accepted for equivalency or for satisfying any training requirements as set forth in the 4000 Handbook, Department policy, Memorandum of Understanding, Joint Apprenticeship Program, federal, state, and local mandates, and any specialized local training needs. Copies of the following documents will be included with the plan:
  - Employee work history and resume. Certificates of attendance in training courses at the local, state, or national level.
  - Certificates of attendance in training courses specific to their existing department.
  - ICS position qualification that is proven by certification and position performance evaluation.
  - Any licenses, diplomas, cards, or documents that verify currency with mandated training, professional skills, or proficiency requirements.
  - Other documentation that will verify any related training the employee has completed.
  - a. Indicate what JAC training requirements have been met by the employee, by filling in the Individual Training Record form contained in the FFII and FAE Apprentice Progress Notebooks and include certificates necessary for verification.
  - b. Reference the training matrix in the 4000 Handbook to be sure the employee meets any of the requirements or recommendations listed and include certifications.
2. Evaluate the employee's work history and focus on their skills and ability to successfully perform in the duties of the classification they will hold once appointed to CAL FIRE.
  - a. This will require a thorough assessment of the actual duties performed, duration those duties were performed, evaluations of performance, and any specialty skills that may be applicable.
  - b. Include this information in the summary memo to assist in determining any additional needs for training.

3. Develop a summary memo, or recommendation for training, based on a comparison of the work history and training records.
  - a. Include information regarding training to be completed and any recommendations regarding attendance in the BFC.
  - b. In certain instances, it may be determined that a transferred employee must complete training classes that are offered within the Academy Basic Fire Control (Fire Fighter and/or Company Officer Academy). The SubJAC recognizes the benefit of a new employee's attendance in the Academy Basic Fire Control Course and when beneficial, the Department should send the employee through Basic Fire Control rather than send them to several stand alone courses.
  - c. Base summary memo recommendations on areas other than documented training; for example, experience, education, time in grade, expertise in a particular area, or other relevant factors that substantiate the recommendations.

### **Statewide JAC Coordinator**

It is the responsibility of the Statewide JAC Coordinator to collect and review the Training Plans to assure that plans have been developed for each person transferred and prepare them for SubJAC review.

1. Submit the Unit's training package to the SubJAC for review and recommendations.
2. Once the Individual Training Plans are developed and approved by the SubJAC, the Statewide JAC Coordinator will notify the Unit regarding the outcome.

### **SubJAC Committee**

The final review and development for the employee transferred will be conducted by the Department SubJAC Committee. Training plans will identify the specific training needs for the classification the employee will be assuming within CAL FIRE and the time frames for completion of the training.

1. A SubJAC Training Review sub committee made up of both labor and management will review the training plans and make recommendations for changes that they deem appropriate.
2. SubJAC will hold a meeting to discuss the Training Review sub committee's findings and to provide final approval of all training plans.
3. Approved Training Plans and any changes made by SubJAC will be returned to the Unit Chief for implementation.

4. The Statewide JAC Coordinator will provide copies of the transferred employee training requirements to Unit Training Officer for the purpose of tracking the training requirements.

## **TRAINING PLANS**

**4188.2**

(No. 8 September 2008)

Transfer employees will have an Individual Training Plan that specifically identifies any required training as recognized by the 4000 Handbook, Department policy, Memorandum of Understanding, Joint Apprenticeship Program, federal, state, and local mandates, and any specialized local training needs.

The Unit Training Officer will receive written notice of the SubJAC determination. The Individual Training Plan developed by SubJAC will list the specific training needs of the transferred employee and a time frame for completion. Separate categories and completion time frames will be established in the Training Plan for listing the required, recommended, and enhancement training that the employee will be expected to complete, including specific Department programs and familiarity with the Department operations. The training determined by the SubJAC committee may include the BFC courses, 4000 Handbook courses and other training deemed appropriate.

- The training determined by the SubJAC Committee may include the Basic Fire Control Courses, 4000 Handbook courses and other training deemed appropriate for the classification, and employee's will be required to successfully participate in the identified training.
- CAL FIRE Units will provide transfer employees with additional training on CAL FIRE specific fire apparatus in both on and off road operations.
- A representative group of CAL FIRE apparatus from within the Unit will be assembled in a single location and orientation provided as to the features, equipment complement, and pumping operations of each engine.

### **Driver Training**

If it is determined that the transferred employee will not be attending the Company Officer Academy, they will need to become familiar with the CAL FIRE Defensive Driving program and orientation to CAL FIRE Apparatus. In order to address the employee's need for Defensive Driving certification, the employee will attend the DGS, Office of Risk and Insurance Management Defensive Driver Training at the earliest available opportunity. Employees that need to recertify their defensive driving certification will follow the same guidelines as all state vehicle operators.

Transfer employees required to attend driver training at the Unit level must complete it within 30 days of the response from SubJAC. A representative group of CAL FIRE apparatus from within the Unit will be assembled in a single location and orientation provided as to the features, equipment complement, and pumping operations of each engine.

CAL FIRE Units will provide additional training on CAL FIRE specific fire apparatus in both on and off road operations.

## **DOCUMENTING REQUIRED TRAINING**

**4188.3**

(No. 8 September 2008)

Documented training of transferred employees participating in prescribed training and given an Individual Training Plan will submit their training hours to the Unit Training Officer.

Once the transferred employee has satisfied SubJAC training requirements, the Unit Training Officer must certify the completion by submitting a letter with appropriate documentation to the Statewide JAC Coordinator who will notify SubJAC.

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## **NEWLY HIRED FIRE CAPTAINS WHO HAVE NOT COMPLETED THE JAC PROGRAM**

**4189**

(No. 8 September 2008)

When CAL FIRE hires Fire Captains who have not completed the apprentice program, the Unit originating the hiring of the employee is responsible for ensuring that all outstanding training is completed within a twelve month period to meet the training equivalency.

The documentation of training will be as follows:

### **DOCUMENTING REQUIRED TRAINING**

**4189.1**

(No. 8 September 2008)

Upon completion of training, newly hired Fire Captains will submit [CALFIRE 304](#) CFFJAC Training Request Forms to the Unit Training Officer.

Once the employee has satisfied SubJAC training requirements, the Unit Training Officer must certify the completion by submitting a letter with appropriate documentation to the Statewide JAC Coordinator.

All outstanding training should be completed within 12-month period. Upon completion of training, copies of 304 training shall be submitted to Region JAC Coordinator with a letter of completion. The Region JAC Coordinator will forward the certification completion letter to the Statewide JAC Coordinator, who will notify SubJAC.

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**REINSTATEMENT AFTER PERMANENT SEPARATION** **4190**

(No. 6 February 2007)

**ACADEMY TRAINING** **4190.1**

(No. 6 February 2007)

An individual who reinstates to permanent CAL FIRE employment in the classification of FFII or FAE is not required to attend the Academy training required for the classification if they have passed the required training during their former employment. However, the hiring Unit may have the employee repeat the course for various reasons (length of absence, etc.). Under such circumstances, should the employee fail the Academy training, the failure will not result in termination. Poor performance will be documented by the Academy for remediation by the Unit at the conclusion of the course.

**NO PRIOR JAC PARTICIPATION** **4190.2**

(No. 6 February 2007)

An individual who reinstates to permanent CAL FIRE employment and who has not previously been a JAC apprentice in CAL FIRE will be given one opportunity to take the journey-level written and manipulative examinations for the apprentice classification. Such individuals who successfully complete the exams with a minimum score of 80 percent will not sign an Apprentice Agreement or enter the JAC Program but may be granted journey level equivalency. This exemption does not, however, preclude the Department from requiring the apprentice to participate in JAC related training, including Academy training.

Those individuals that do not achieve a passing score on the journey-level examinations will sign an Apprentice Agreement and perform the related and supplemental JAC training. SubJAC will determine the effective date of appointment to the JAC program and the employee's training and/or Academy requirements. Such determination will be based on a review of the employees' test results and prior training and employment history.

**PRIOR JAC PARTICIPATION** **4190.3**

(No. 6 February 2007)

An individual who reinstates to permanent CAL FIRE employment, who has been an apprentice with CAL FIRE or another Fire Department or Agency and achieved journey-level status, cannot by regulation participate in the apprenticeship program. This requirement does not, however, preclude the Department from requiring the apprentice to participate in JAC related training, including Academy training.

If they did not achieve journey-level status, in their previous assignment, they may sign a new agreement provided they had at least six months remaining in their previous apprenticeship contract. The employee must have their training records reviewed by SubJAC for the determination of the apprentice's training and/or Academy requirements, based on the employees' prior training and employment history.

## **DOCUMENTATION TO SUBJAC**

**4190.4**

(No. 6 February 2007)

The Unit JAC Coordinator typically prepares the request for a review before SubJAC prior to the employee's reinstatement when possible, but no later than 30 days after reinstatement. To assist the Unit JAC Coordinator in preparing the training records review package, the Region JAC Coordinator can request a copy of the apprentices' training record from the CFFJAC if the apprentice had prior JAC status.

The request must include at a minimum:

- 1) A record of completed JAC training.
- 2) A summary of the employment history while employed with CAL FIRE.
- 3) A summary of employment history, training and education completed during absence from CAL FIRE employment.
- 4) A recommendation from the Unit on placement in the JAC program, e.g. Academy training or supplemental training the Unit recommends.
- 5) Copies of certificates or proof of completion.

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