



**CALIFORNIA FIRE FIGHTER**

**JOINT APPRENTICESHIP COMMITTEE**

# Training Reporting Instructions Handbook

**2013**

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# **CALIFORNIA FIRE FIGHTER JOINT APPRENTICESHIP COMMITTEE**

## **Introduction**

This handbook provides information and instructions on completing and filing training reports using the CFFJAC Training Reporting System. This is an addendum to the California Fire Fighter Joint Apprenticeship Committee (CFFJAC) Rules and Regulations. As such, the material in this handbook is part of these Rules and Regulations.

All training conducted under the auspices of the CFFJAC is funded through the public educational system in the State of California. All hours of training that are reported for funding purposes must be documented. After submitting training records for funding, documentation must also be locally maintained by the fire department.

This training reporting system is intended to provide a complete and uniform system for training documentation.

This handbook provides instructions and examples on completing the required forms, as well as information on when and how to submit training reports.

## **Filing Training Reports**

There are two methods of reporting the hours of related and supplemental instruction provided to apprentices. These are the electronic version and the manual version.

The significant majority of participating fire departments utilize the preferred electronic method. Electronic versions tend to be more accurate and are easier to file. If your department uses one of the fire service data reporting systems and you are not yet reporting CFFJAC hours electronically, or if you have other questions about electronic filing, please contact the CFFJAC office at (916) 648-1717. Electronic hours are submitted by e-mailing the exported file to: [jacdata@cpf.org](mailto:jacdata@cpf.org).

Instructions for completing the training reporting form are on page 3 of this handbook. Please make sure all reports are legible. Mail manual reports to the CFFJAC office at 1780 Creekside Oaks Drive, Sacramento, CA 95833.

## **Monthly Training Reports**

A training report must be made at the end of each month on the hours of academy and related and supplemental instruction received by each apprentice. These reports are used to track apprentices' hourly progress to journey level and to satisfy the attendance requirements of the educational institutions.

The Training Coordinator is responsible for submitting the monthly training reports to the CFFJAC office in Sacramento. **Monthly reports should be sent no later than the 10<sup>th</sup> calendar day of the month following the reporting month.** For example, reports for training completed in January should be submitted to the CFFJAC office no later than February 10<sup>th</sup>. Reports should be sent in one group. However, do not hold the majority of your reports for stragglers. They can be submitted separately, later in the month.

The fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup>. **The final filing date for the training done in the fiscal year is 10 working days after the end of the fiscal year.** Reports submitted after that date cannot be assured of funding but apprentices will be given credit for the training completed.

If you have questions about preparing the monthly training reports or if your department would like more information on converting to electronic filing, please contact the CFFJAC office at (916) 648-1717.

# INSTRUCTIONS FOR COMPLETING TRAINING REPORTING FORM

These instructions are to be used by departments who manually report apprenticeship training. Complete the CFFJAC Training Reporting Form (see page 4) according to these instructions.

BLOCK TITLE	INSTRUCTIONS
Month/Year	Enter the month and year for which the training is being recorded.
Name	Enter the full name of the individual for whom this training report is documenting JAC related training.
JAC ID #	Enter the individual's JAC ID number. The SSN can be used as an alternative.
Department	Enter the name of the fire department or agency which employs the individual.
Assignment	Enter the individuals assigned work location at the time of the training (example: Battalion 1, Engine 13, Prevention Bureau, Truck 1, Delta Camp, Rescue/Squad 4, Ambulance 92, Air Attack Base Bravo, Fire Boat 1, etc.)
Date	Enter the date that the training occurred.
Primary Subject	Enter the upper-case letter code from the training code descriptions (page 6) that is most correct for the training program subject area. Be cautious, some subjects may fit into more than one category. <b>SELECT THE CODE THAT BEST DESCRIBES THE TRAINING COMPLETED.</b>
Specific Area of Study	Enter the letter code that is most correct for the specific area of study covered in the training activity. <b>SELECT THE CODE THAT BEST DESCRIBES THE COMPLETED TRAINING FROM THE LISTINGS FOUND ON PAGES 7 THROUGH 27.</b>
Type of Training	Enter the upper-case letter found on page 28 which best describes the actual type of method of training used in the specific learning activity.
Dept Use Only	This column has been left open intentionally for the optional use of the participating agency.
HRS	Enter the total number of hours trained. Time reported should be accounted for to the nearest ¼ hour (15 minute) increment.
Comments	Document additional pertinent information relative to the apprentice's progress on that specific training activity.
Total Hours	Complete the total number of hours per sheet.
Employee	The individual receiving training must sign on this line.
Supervisor	The supervisor of the individual receiving training must sign on this line certifying that all hours of training listed are accurate.
Instructor of Record	The Instructor of Record for the department must sign on this line certifying that all hours of training listed are accurate. <b>NOTE: If the Instructor of Record uses a signature stamp, an authorization letter must be on file with the CFFJAC.</b>

**CALIFORNIA FIRE FIGHTER JOINT APPRENTICESHIP  
COMMITTEE**

*Training  
Reporting Form*

MONTH/YR \_\_\_\_\_ NAME \_\_\_\_\_ JAC ID# \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ ASSIGNMENT \_\_\_\_\_

<b>DATE</b>	<i>Primary Subject</i>	<i>Specific Area of Study</i>	<i>Type of Training</i>	<i>Dept. Use Only</i>	<b>HRS</b>	<b>COMMENTS</b>
<b>TOTAL HOURS</b>						

EMPLOYEE

SUPERVISOR

INSTRUCTOR OF RECORD

**TRAINING CODE DEFINITIONS**

**PRIMARY SUBJECTS (PAGE 6)**

**SPECIFIC AREAS OF STUDY (PAGE 7-27)**

**TYPES OF TRAINING (PAGE 28)**

# PRIMARY SUBJECT CODES

<b>SUBJECT AREAS</b>	<b>PAGE</b>
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## **PRIMARY SUBJECT CODE    A    ACADEMY**

Any training conducted as a part of an apprentice academy as established in the CFFJAC Rules and Regulations and approved by the local SubJAC.

**Note: No specific area of study code is required when reporting apprentice academy training.**

## PRIMARY SUBJECT CODE    B    PREVENTION

Specific areas of study will be listed here:

- A.    **Codes, Ordinances & Laws:** Including interpretation and application of department, local, county, state, and federal codes, ordinances, laws, policies, and recognized fire protection and safety standards.
  
- B.    **Inspection Practices (Fire & Life Safety):** Including permits, licenses, notices, citations, and identification of common and special hazards, inspections, and pre-planning of structures, aircraft, and marine vessels.
  
- C.    **Public Education, Relations, & Information Activities:** Including need for establishing good public relations, making public appearances, conducting school programs, industrial, business programs, and demos, preparation of news releases, and addressing complaints from the public.
  
- D.    **Plan Checking:** Including new construction, water supply, fire detection, and alarm systems, built-in fire protection systems, and identification of structural features, and hazards.
  
- E.    **Records & Reports:** Including filling out and maintaining files, CFIRS, inspection logs, and related reports.

## **PRIMARY SUBJECT CODE    C    EMERGENCY MEDICAL**

Specific areas of study will be listed here:

- A. First Aid, Initial Training
- B. First Aid, Continuing Education
- C. CPR, Initial Training
- D. CPR, Continuing Education
- E. First Responder, Initial Training
- F. First Responder, Continuing Education
- G. EMT-IA, Initial Training\*
- H. EMT-IA, Continuing Education
- I. EMT NA/FS, Initial Training
- J. EMT NA/FS, Continuing Education
- K. Advanced EMT, Initial Training
- L. Advanced EMT, Continuing Education
- M. PARAMEDIC, Initial Training\*
- N. PARAMEDIC, Continuing Education
- O. PARAMEDIC, In-service Training
- P. Automatic Defibrillator Equipment, Procedures and Operations

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\* If part of an apprentice academy, use Primary Subject Code "A". No specific area of study code is required.

## PRIMARY SUBJECT CODE D RESCUE PRACTICES

Specific areas of study will be listed here:

- A. **Extrication Procedures, Methods, & Techniques:** Including identification, use, operation, and maintenance of cutting, fusing, sawing, spreading, prying, pulling, and striking tools as they relate to extrication.
- B. **Search & Rescue Procedures, Methods, & Techniques:** Including use of ropes, life lines, life line signals, rappelling, lifts, carries, drags, shoring, cribbing, trenching, and tunneling, litter basket use, hoisting, and elevator, mine, cave, and water/ice rescues.
- C. **Evacuation Procedures, Methods, & Techniques:** Including all types of situations, interior of a building, aircraft or marine vessel, and exterior including a geographic area.
- D. **Human Behavior Related to Rescuers/Victims:** Including critical incident stress and psychotic personalities.
- E. **Use of Non-Fire Rescue Resources**
- F. **Use of Emergency Operations Plans (local, state, and federal)**
- G. **Firefighter Rescue:** Including RIC, RIT, Firefighter Down, etc.

## **PRIMARY SUBJECT CODE    E    FIRE & ARSON INVESTIGATION**

Specific areas of study will be listed here:

- A.    Origin & Cause Determination
- B.    Evidence Collection, Identification & Preservation
- C.    Estimating Fire Loss Data
- D.    Incendiary Devices, Bombs & Ordinances
- E.    Interview Techniques
- F.    PC832 – Arrest, Search & Seizures: Including related Police Officer training coursework
- G.    Motives & Methods of Fire Setters
- H.    Fire/Crime Scene Photography
- I.    Arson & Incendiary Laws & Court Procedures: Including expert witness training.
- J.    Working with Law Enforcement & Allied Fire Service Agencies
- K.    Investigation Reports & Records: Including filling out CFIRS and associated local, state and/or federal crime reports
- L.    Handling Juvenile Fire Setters: Including interviewing, detaining, and counseling procedures

## PRIMARY SUBJECT CODE F PREVENTATIVE MAINTENANCE

Specific areas of study will be listed here:

- A. **Light Vehicles:** Including all light vehicles not in other maintenance categories, servicing, minor repairs, parts replacement, adjusting, lubricating, inspecting, and testing.
- B. **Power & Hand Tools:** Including inspecting, adjusting, sharpening, lubricating, minor repairs, and testing.
- C. **Fire Engines & Water Tenders:** Including all engines and water tenders not in other categories, servicing, minor repairs, parts replacement, adjusting, lubricating, inspecting, and testing.
- D. **Fire Suppression Tools:** Including hose nozzles and couplings, ladders, appliances, extinguishers, hydrants, breathing apparatus, and ropes.
- E. **Aerial Apparatus:** Including aerials and snorkels servicing, minor repairs, parts replacement, adjusting, lubrication, inspection, and testing.
- F. **Heavy Equipment:** Including dozers, motor graders, loaders and dump truck servicing, minor repairs, parts replacement, adjusting, lubrication, inspection, and testing.
- G. **Marine Equipment:** Including shipboard firefighting equipment, systems, and pumps.
- H. **Buildings, Grounds, & Related Equipment:** Including pavement, fencing, landscape, sprinkler systems, plumbing, electrical, roofing, and painting.
- I. **Communication Systems:** Including inspection and testing.
- J. **Record Keeping**

## PRIMARY SUBJECT CODE    G    VEHICLE REPAIR

Specific areas of study will be listed here:

- A.    Engine Theory
- B.    Electrical Theory & Systems
- C.    Power Train Theory & Systems
- D.    Fire Pump Theory
- E.    Suspension & Steering Theory & Systems
- F.    Brake Systems
- G.    Gasoline Engines
- H.    Diesel Engines
- I.    Electric Motors
- J.    Engine Electrical Components & Systems
- K.    Apparatus Electrical
- L.    Fire Pumps
- M.    Valves & Nozzles
- N.    Gauges & Meters
- O.    Cooling Systems
- P.    Hydraulic Systems
- Q.    Transmissions
- R.    Drive Lines
- S.    Differentials
- T.    Body & Fender Components
- U.    Tires
- V.    Fabrication

## PRIMARY SUBJECT CODE H VEHICLE OPERATION & PUMP USE

Specific areas of study will be listed here:

- A. **Vehicle Code (Laws, Rules & Regulations):** Including federal, state and local laws, regulations, ordinances and rules governing travel, use, and operation of department vehicles.
- B. **Driver Training:** Including driver safety, traffic laws, defensive driving techniques, use of warning devices, interpreting gauges and meters, trouble shooting, and apparatus spotting.
- C. **Emergency Vehicle Operation:** Including laws relating to emergency operation of fire department vehicles, defensive driving techniques under emergency conditions, and driving/operating under emergency conditions.
- D. **Pump Theory & Operation:** Including routine maintenance, pump principles, various types of fire service pumps, Annual Pump Service Test, and identification of unsafe pumping conditions.
- E. **Hydraulics:** Including factors affecting fire ground water supply, hydraulic calculations, and augmenting built-in fire suppression systems.
- F. **Winches:** Including identification, use, capabilities, operation, safety, maintenance, and repairs.
- G. **Radio (On Board Communications Equipment):** Including basic dispatching procedures, use and coordination of multiple radio channels for command and tactical operations, use of on-board data terminals/computers, hand-held equipment, and cellular telephones.
- H. **Aerial Ladder/Elevating Platform Operations:** Including routine maintenance, identifying unsafe conditions, Master Stream operation and range, apparatus hydraulic, mechanical and electrical systems, safety procedures, and system overrides.
- I. **Specialized Equipment:** Including operation of fireboats, Oshkosh trucks, light trucks, and foam equipment trucks.
- J. **Heavy Equipment:** Including loading and off-loading, winching, air brakes, etc.



# PRIMARY SUBJECT CODE I

## PORTABLE & FIXED ACCESSORY EQUIPMENT\*

Specific areas of study will be listed here:

- A. **Ground Ladder Construction & Maintenance:** Including identification of types, terminology, construction, testing, and inspection.
- B. **Hose, Nozzles, Fittings, & Related Appliances:** Including identification and classification of hose and threads, inspection, and testing.
- C. **Master Stream Appliance & Devices:** Including identification, use, operation, and elevated master streams.
- D. **Fire Hydrants:** Including types, location, use, inspection, and testing.
- E. **Portable Fire Extinguishers:** Including identification, classification, use operation, and inspection.
- F. **Breathing Apparatus:** Including identification, use, operation, and inspection.
- G. **Ropes, Knots, & Hitches:** Including identification, classification, inspection, tying of knots, tying of equipment, securing ropes, and testing.
- H. **Rope Procedures & Technical Applications:** Including rigging, rappelling and safety.
- I. **Ventilation Tools:** Including identification, use and operation of cutting, breaking, air moving tools, and equipment related to ventilation.
- J. **Forcible Entry Tools:** Including identification, use, operation, procedures, methods and techniques of cutting, boring, fusing, sawing, battering, pulling, carrying, digging, prying, striking tools, and equipment related to forcible entry.
- K. **Miscellaneous Tools \* Equipment:** Including identification, use and operation of any hand or power tool not covered in other sections, hoisting, pulling, lighting, generating, detection, and wildland tools/equipment.

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\*Note: Accessory equipment includes all types of equipment utilized by fire personnel which is supplemental to the performance of that job, task or occupational function.

## PRIMARY SUBJECT CODE J

### ADMINISTRATION, MANAGEMENT OR SUPERVISION

Specific areas of study will be listed here:

- A. **Personnel:** Including local, state and federal labor laws, recruitment, supervision and personnel management, leadership, evaluation and counseling, psychology, labor organization and relations, EEOC regulations, OSHA regulations, NIOSH, and NFPA Standards.
- B. **Dispatch:** Including public fire alarm systems, radio and telephone equipment operations, procedures, techniques and SOP's, basic dispatching procedures, computer aided dispatching, mutual aid coordination, resource ordering, emergency resource directory, tape recording systems, street cards, and maps used in dispatching.
- C. **Fire Service Organizations:** Including local, state, and federal organizations.
- D. **Planning:** Including short, medium and long range plans, evaluating and analyzing trends and changes in population, construction, technology and fire protection equipment, and developing.
- E. **Coordinating:** Including organizing, initiating and delegating work, and authority.
- F. **Communications Skills (Verbal, Written, etc.):** Including public speaking, active listening skills, and report writing techniques.
- G. **Public Relations:** Including developing public information presentations, displays, and visual aids, developing lectures and communicating effectively with the news media.
- H. **General Education (Training not covered in other Primary Subject Areas):** Including mathematics, physics, chemistry, sociology, psychology, etc.
- I. **Supervision:** Including effective supervision techniques, conflict management, time management, team building, affirmative action practices, progressive discipline procedures, time reporting, and performance evaluations.
- J. **Management:** Including time, resource, and personnel management techniques, developing reports, specifications, requisitions and budgets, systems of planning, organizing, directing, delegating, initiating, and following up of work, developing policies, procedures and management controls, and testing and evaluation techniques related to personnel recruitment.

- K. **Orientation:** Including response area familiarization, building walkthroughs, rural/wildland familiarization, outside agency familiarization, and ride-along on field units for non-emergency and emergency familiarization.
- L. **Policies & Procedures:** Including General Orders, Standard Operating Procedures, Department Handbooks, MOU's, personnel regulations, retirement and workers compensation, time, training, injury and accident reports, personnel evaluation forms, and conservation crew rules, regulations and use.
- M. **Laws & Regulations:** Including local, state, and federal laws and regulations.
- N. **Physical Fitness:** Including personal fitness awareness, standards, evaluation, and counseling (does not include workout time, volleyball, etc.).
- O. **Safety:** Including safety training, back injury prevention, etc.

## PRIMARY SUBJECT CODE K INSTRUCTOR TRAINING\*

Specific areas of study will be listed here:

- A. **Methods of Instruction:** Including concepts of learning, course development, and lesson development.
- B. **Instructional Techniques:** Including planning, organizing, and managing instructional activities.
- C. **Materials Development:** Including teaching aids, supplementary instruction sheets, and assignment sheets.
- D. **Evaluation Techniques:** Including establishing and using standards, principles of testing and measurement, constructing tests, analyzing test and course results, and maintaining training records.

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\* Note: Instructor training is defined as those learning activities directly associated with learning to teach. This does not include actual teaching except as a part of a specific assignment in a formal course.

## PRIMARY SUBJECT CODE L EMERGENCY OPERATIONS

Specific areas of study will be listed here:

- A. **Fundamentals of Fire Behavior:** Including classes of fires, theory and fundamentals of combustion, heat transfer and factors affecting fire behavior, and development.
- B. **Extinguishing Agents:** Including water, foams, powders, gases, application, and use.
- C. **Ground Ladder Evolutions:** Including carrying, raising, lowering, climbing, locking-in, footing, use above ground, and use as improvised equipment.
- D. **Hose Evolutions:** Including rolling, carrying, connecting, extending, operating, bundling, loading, utilizing lays, and connecting to standpipes, sprinkler systems and hydrants.
- E. **Wildland Hose Evolutions:** Including progressive hose evolutions, mobile pumping procedures, hose lay techniques, rolling, bundling, carrying, and loading.
- F. **Fire Fighting Tactics & Strategy – Structural**
- G. **Fire Fighting Tactics & Strategy – High Rise**
- H. **Fire Fighting Tactics & Strategy – Wildland**
- I. **Shipboard Fire Fighting Evolutions:** Including use of portable and fixed pumps, stationary and portable firefighting appliances, and equipment.
- J. **Fire Fighting Tactics & Strategy – Transportation Accidents:** Including planes, boats and trains.
- K. **Salvage & Overhaul**
- L. **Fire Fighting Tactics & Strategy – Major Disasters:** Including natural, civil disturbance, and war.
- M. **Fire Fighting Tactics & Strategy – EMS/Multi-Casualty Incidents**
- N. **Air Operations:** Including use of air operations to support structural, high rise, wildland, EMS, and natural disasters.
- O. **Mutual Aid:** Including use of local, state, and federal mutual aid systems and plans.

- P. **Disaster Plans:** Including use of local, state, and federal plans.
- Q. **Post Incident Analysis**
- R. **Live Fire Training Exercises**
- S. **Simulated Emergency Incidents:** Including structural, high rise and wildland fires, transportation accidents, major disaster, and EMS-related incidents.
- T. **Safety, Survival & Rehabilitation**
- U. **Fire Fighting Tactics & Strategy – Heavy Equipment:** Including dozers, motor graders, loaders, direct and indirect attack, night operations, hazardous reduction, etc.

## PRIMARY SUBJECT CODE M OFFICE & CLERICAL SKILLS

Specific areas of study will be listed here:

- A. **Clerical/Office Related Functions:** Including answering phones, filing, preparation of correspondence, and other clerical functions.
- B. **Computer Literacy:** Including database management, word processing, forms processing, training documentation, report writing, and any other necessary functions.
- C. **Files:** Including paper, electronic files, and records management.
- D. **Budgeting/Purchasing:** Including use of accounting systems, purchase orders and releases, central supply operations, and inventory control techniques.
- E. **Materials Management:** Including ordering supplies, request for repair services, and requests for safety equipment, etc.

# PRIMARY SUBJECT CODE N

## CONSTRUCTION TECHNOLOGY & FIRE PROTECTION SYSTEMS

Specific areas of study will be listed here:

- A. **Building Construction:** Including terminology, fire control characteristics and effects of fire control operations on structural materials.
- B. **Heating, Ventilation & Air Conditioning Systems:** Including terminology, fire department use, and effects of fire spread.
- C. **Built-in Fire Protection Systems:** Including sprinkler system components, inspection, testing, operation and restoration to service, standpipe components, inspection, testing, operation, and restoration to service.
- D. **Building Utilities:** Including terminology, components, systems, hazards, inspection, testing, operation, and restoration to service.
- E. **Elevators:** Including terminology, components, systems, hazards, inspection, testing, operation, and restoration to service.
- F. **Building Demolition:** Including grounding of an elevated structure, slabs and foundation removal, and building dismantling.
- G. **Road Construction Tools & Equipment**
- H. **Road Construction Techniques & Procedures**



## PRIMARY SUBJECT CODE    O    HAZARDOUS MATERIALS

Specific areas of study will be listed here:

- A.    **Hazardous Materials Identification:** Including use of data, survey equipment, and on-scene identification techniques.
- B.    **Hazardous Materials Incident Handling Techniques & Procedures:** Including risk assessment, emergency response equipment, control and containment techniques, evacuation procedures, decontamination, and recovery techniques, etc.
- C.    **Radiological Incidents:** Including identification, monitoring, and removal techniques.
- D.    **Pesticide Use & Safety:** Including application, mixing, and storage techniques **(for department use only)**.
- E.    **Clandestine Drug Lab:** Including identifications, precautions, procedures, and law enforcement liaison.
- F.    **Chlorine Safety & Response Program**
- G.    **Hazardous Materials Inspection Practices:** Including permits, licenses, notices, and citations, identification of common and special hazards, pre-planning, and making inspections.
- H.    **Tactics & Strategy for Hazardous Materials Incidents:** Including transportation (maritime, aircraft, railroad, truck, and common carrier) and pipeline emergencies.
- I.    **Planning & Conducting Hazardous Materials Disaster Drills**
- J.    **Environmental Protection**
- K.    **Terrorism Response**

## PRIMARY SUBJECT CODE P AIRCRAFT/AIRFIELD OPERATIONS

Specific areas of study will be listed here:

- A. **Aircraft Familiarization:** Including fixed wing, lighter than air and rotary aircraft, ejection systems, pins, down locks, ordnance, composite fibers, LOX location, battery locations, entry points, and danger areas.
- B. **Aircraft Systems:** Including hydraulics, electronics, de-icing, fuel, oxygen, and weapons.
- C. **Airfield Familiarization:** Including runways, taxiways, ramps, parking areas, and location of all structures on or about the airfield.
- D. **Fire Fighting Strategy & Tactics & SOP's**
- E. **Crash Rescue Operations & SOP's:** Including evacuation procedures, aircraft access, ejection seat/canopy safety and pinning, and extrication procedures.
- F. **Emergency Landing SOP's:** Including on-ground procedures and in-air procedures for firefighting crews, hot brakes, tail pipe fires, EPU fires, internal engine fires, systems blow down, electric fires, and thermal runaways.
- G. **Live Fire Training – Aircraft/Airfield:** Including day and night drills.
- H. **Special Hazards – Aircraft/Airfield:** Including nuclear ordnance, hydrazine, LOX, and exotic metals.
- I. **Airfield Communications:** Including radio procedures and hand signals.
- J. **CFR Vehicles:** Including P-2R, P-4A, P-17, P-19, P-23, TAU, etc.
- K. **Arresting Gear Procedures**
- L. **Ejection Seats**
- M. **Required Reading:** Including NATOPS.
- N. **Preventative Maintenance – Aircraft:** Including fixed wing and rotary wing, lubrication, inspection, and test procedures.

## PRIMARY SUBJECT CODE R ICS & NWCG COURSES

Specific areas of study will be listed here:

- A. Introduction to ICS/I-100
- B. Basic ICS/I-200
- C. Intermediate ICS/I-300
- D. Advanced ICS/I-400
- E. Multi-Agency Coordination/I-401
- F. ICS for Executives/I-402
- G. Documentation Unit Leader/(R)I-342
- H. Situation Unit Leader/(R)I-346
- I. Demobilization Unit/(R)I-347
- J. Resources Unit Leader/(R)I-348
- K. Facilities Unit Leader/(R)I-354
- L. Ground Support Unit Leader/(R)I-355
- M. Supply Unit Leader/(R)I-356
- N. Food Unit Leader/(R)I-357
- O. Communications Unit Leader/(R)I-358
- P. Medical Unit Leader/(R)I-359
- Q. Cost Unit Leader/(R)I-362
- R. Compensation/Claims Unit Leader/(R)I-363
- S. Time Unit Leader/(R)I-365
- T. Procurement Unit Leader/(R)I-368
- U. Air Tanker Coordinator/(R)I-376
- V. Incident Commander/(R)I-400
- W. Safety Officer/(R)I-401
- X. Liaison Officer/(R)I-402
- Y. Information Officer/(R)I-403
- Z. Command & General Staff/(R)I-420

## **PRIMARY SUBJECT CODE    S    ICS & NWCG COURSES**

Specific areas of study will be listed here:

- A.    Planning Section Chief/(R)I-440
- B.    Logistics Section Chief/(R)I-450
- C.    Finance Section Chief/(R)I-460
- D.    Air Operations Branch Director/(R)I-470
- E.    Basic Fire Suppression Orientation/S-110
- F.    Firefighter Training/S-130
- G.    Advanced Firefighter Training/S-131
- H.    Introduction to Wildland Fire Behavior/S-190
- I.    Initial Attack Incident Commander/S-200
- J.    Supervisory Concepts & Techniques/S-201
- K.    Basic Information Officer/S-203
- L.    Fire Operations in the Urban Interface/S-205
- M.    Portable Pumps & Water Use/S-211
- N.    Wildfire Power Saws/S-212
- O.    Driving for the Fire Service/S-216
- P.    Interagency Helicopter Training Guide/S-217
- Q.    Crew Boss (Single Resource)/S-230
- R.    Engine Boss (Single Resource)/S-231
- S.    Dozer Boss (Single Resource)/S-232
- T.    Tractor/Plow Boss (Single Resource)/S-233
- U.    Firing Methods & Procedures/S-234
- V.    Field Observer/S-244
- W.    Display Processor/S-245
- X.    Status/Check-In Recorder/S-248
- Y.    Fire Business Management Principles/S-260
- Z.    Basic Air Operations/S-270

## PRIMARY SUBJECT CODE T ICS & NWCG COURSES

Specific areas of study will be listed here:

- A. Intermediate Wildland Fire Behavior/S-290
- B. Incident Commander Extended Attack/S-300
- C. Leadership & Organizational Development/S-301
- D. Task Force/Strike Team Leader/S-330
- E. Fire Suppression Tactic/S-336
- F. Division Group Supervisor/S-339
- G. Helibase Manager/S-371
- H. Air Tactical Group Supervisor/S-378
- I. Introduction to Wildland Fire Behavior/S-390
- J. Operation Section Chief/S-430
- K. Training Specialist/S-445
- L. Advanced Wildland Fire Behavior Calculations/S-490
- M. Prescribed Fire for Burn Bosses/RX90
- N. Introduction to Fire Effects/RX340
- O. Smoke Management Technique/RX450
- P. Entry Level Dispatcher/D-105
- Q. Dispatch Recorder/D-110
- R. Support Dispatcher/D-310
- S. Introduction to Wildland Fire Prevention/P-101
- T. Inspecting Fire Prone Property/P-110
- U. Wildfire Origin & Cause Determination/P-151
- V. Wildland Fire Prevention Planning/P-301
- W. NIMS-800
- X. ICS Equipment Manager
- Y. Annual Wildland Fire Safety Refresher

## REPORTING CODES FOR “TYPE OF TRAINING”

The following codes are to be used to explain what type of training was presented in the given subject area.

- A. Didactic Tested
- B. Didactic Untested
- C. Manipulative Tested
- D. Manipulative Untested
- E. Directed Study Tested
- F. Directed Study Untested
- G. Community College Hours

**Didactic** means any instruction which can be associated with technical knowledge where no manipulative skills are required to be performed in the evaluation step of the instruction. Most classroom training involving lectures and discussion falls into this category.

**Manipulative Training** means any instructional activity in which a manual job or task is performed during the evaluation step of instruction.

**Directed Study** means any instructional activity in which the learning activities take place outside of the classroom or drill ground environments. This category includes evaluated reading assignments and self-paced instruction.

**Community College Hours** means any training done by or through an Educational Institution not associated with the California Fire Fighter Joint Apprenticeship Program. **These hours are not reimbursable through the CFFJAC.**