



CALIFORNIA FIRE FIGHTER

JOINT APPRENTICESHIP COMMITTEE

TRAINING COORDINATOR AND INSTRUCTOR OF RECORD HANDBOOK

2012

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CALIFORNIA FIRE FIGHTER JOINT APPRENTICESHIP COMMITTEE

Introduction

The CFFJAC is sponsored by the California State Fire Marshal (CSFM) and California Professional Firefighters (CPF), AFL-CIO. The Committee is comprised of fourteen members; seven labor representatives and seven management representatives.

This handbook is an addendum to the California Fire Fighter Joint Apprenticeship Committee Rules and Regulations. As such, the material in this handbook is part of these Rules and Regulations.

This handbook presents an overview of apprenticeship training and the documentation necessary to satisfy the reporting requirements of state and federal apprenticeship, educational systems, and the California Fire Fighter Joint Apprenticeship Committee. You may download the latest version of this handbook from the CFFJAC website www.cffjac.org.

Sponsors

Lou Paulson, Labor Sponsor
President, California Professional Firefighters

Tonya Hoover, Management Sponsor
California State Fire Marshal

When You Need To Contact Us

The CFFJAC staff works with management and labor through the SubJAC to assist in the development and implementation of training plans and the documentation for related and supplemental instruction.

Sponsors:

Lou Paulson, Labor Sponsor
 President, California Professional Firefighters

Tonya Hoover, Management Sponsor
 California State Fire Marshal

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DEPARTMENT RESPONSIBILITIES FOR APPRENTICE TRAINING

The CFFJAC policy is to keep procedures as simple as possible and at the same time, comply with all state and federal laws and regulations governing apprenticeship. The following sections cover the responsibilities of local department personnel in implementing the apprenticeship program.

SubJAC

The SubJAC is composed of an equal number of members from management and labor. The management members are appointed by the Fire Chief and the labor members are appointed by the Local President. Forms for appointing new members are available on the CFFJAC website at <http://www.cffjac.org/go/jac/program-coordination/forms/>.

The SubJAC is responsible for:

- A. Designing and approving department specific apprentice training plans that meet or exceed minimum training standards for the department's apprentice occupations;
- B. Reviewing apprentice records, upon request, and to determine education and/or experience credit (upon request);
- C. Recommending improvements in the apprenticeship program;
- D. Hearing apprentice complaints and appeals as specified in the CFFJAC Rules and Regulations; and
- E. Holding regular meetings (at least one per year).

Supervision of New Training Instructors

- A. Insuring that during the first month of teaching, instructors are provided an early orientation. This orientation to include at a minimum: an overview and awareness of teaching methods, adult education concepts, equity and diversity in the classroom, mandated reporting, as well as legal and ethical issues.
- B. Supporting, advising, and evaluating beginning teacher's performance throughout the preliminary credential process.

Certification of Monthly Training Reports

Annually in July, the Fire Chief will sign and submit to the CFFJAC a form developed by the CFFJAC certifying that the training reports submitted to the CFFJAC for reimbursement are true, correct, and accurate to the best of his or her knowledge.

Confidentiality

It is the responsibility of each fire department to insure that all education records and personnel documents are kept confidential to the extent allowed by law. Only personnel specifically approved by the Fire Chief are authorized to access confidential information.

Instructor of Record

The Instructor of Record is the training officer or other qualified person designated by the department to hold a Career Technical Education or Adult Education Designated Subjects Teaching Credential as specified by the California Commission on Teacher Credentialing and the CFFJAC (see page 15).

The Instructor of Record is responsible for:

- A. Applying for and holding an appropriate teaching credential (call the CFFJAC office to request a credential application package, see page 2);
- B. Assuring the accuracy and completion of the training conducted;
- C. Verifying accuracy and completeness as well as signing of apprentice training reports submitted to the CFFJAC;
- D. Maintaining original documentation of apprentice training;
- E. Providing documentation and verification for program self assessments/audits;
- F. Reviewing and maintaining progress reports as well as work evaluations concerning apprentices;
- G. Periodically review work, drill, and training progress of apprentices with supervisors/instructors;
- H. Assuring each apprentice receives the required related and supplemental instruction and the variety of work assignments to ensure training is provided in all aspects of the occupation and the apprenticeship program is completed in a timely manner;

- I. Verifying journey person certification requirements are met (see page 17);
- J. Assuring the quality and validity of apprentice training courses; and
- K. Assuring the accuracy of attendance and training records.

Training Coordinator

The Training Coordinator is designated by the department and as the primary point of contact with the CFFJAC for the day-to-day coordination of apprentice's records and attendance reporting. In many departments, the Training Coordinator and the Instructor of Record are the same individual.

The Training Coordinator acts as a liaison with the CFFJAC and is responsible for:

- A. Submitting all documentation required by the CFFJAC, including but not limited to:
 - Apprentice Agreements (see pages 8 and 9);
 - Monthly Training Reports;
 - Changes in Apprentice Status; and
 - Journey Level Verification.
- B. Submitting reports concerning the apprentices training and work progress to the SubJAC and the CFFJAC throughout the apprenticeship term according to department procedures.
- C. Providing updates to the CFFJAC regarding department changes (form for department changes is available on the CFFJAC web site at <http://www.cffjac.org/go/jac/program-coordination/forms/>) including, but not limited to:
 - New Fire Chief or Labor President;
 - New Addresses, phone numbers, or emails;
 - New Instructor of Record or Training Coordinator;
 - New SubJAC members;
 - Wage and benefit changes; and
 - New MOU/CBAs.
- D. In coordination with the CFFJAC, endeavor to solve any problems or answer any questions that may arise.

Supervisor/Instructor

Each supervisor/instructor involved with an apprentice provides supervised work experience, training assignments, as well as instruction, and is responsible for:

- A. Assisting the apprentice in the completion of training, study, and performance of assignments required by the objectives of the specified training cycle;
- B. Reviewing and providing instruction and training to the apprentice, as well as signing their progress notebook, verifying satisfactory completion of required knowledge and performance objectives;
- C. Periodically administering written and/or oral quizzes and performance demonstrations to determine apprentice progress;
- D. Assuring the apprentice receives the variety of work assignments that expose the apprentice to all aspects of the occupation and that are necessary to ensure completion of the apprenticeship program in a timely manner;
- E. Submitting reports to the CFFJAC concerning the apprentice's training and work progress according to department procedures throughout the apprenticeship term;
- F. Maintaining progress reports and the results of any quizzes or exams taken by the apprentice according to department procedures; and
- G. Reviewing and signing the completed progress notebook or other department approved record, at the end of the specific training cycle and forward it according to department procedures.

Apprentice

Each apprentice is responsible for:

- A. Diligently applying him or herself to the completion of their apprenticeship and to perform all work and training assignments satisfactorily;
- B. Completing and forwarding monthly training reports in accordance with department procedures;
- C. Maintaining a personal progress notebook or other department approved training record which contains a listing of each performance objective required during a specific training cycle;

- D. Obtaining reviews and approval signatures from the respective supervisor/instructor as each performance and knowledge objective is satisfactorily completed;
- E. Submitting the completed progress notebook according to department procedures;
- F. Follow rules, regulations, and procedures of the individual employer;
- G. Attend academy as well as related and supplemental training as required for the occupation;
- H. Develop safe working habits and act in such a manner as to assure personal safety and the safety of fellow workers; and
- I. Report to the appropriate SubJAC whenever the apprentice's individual employer is unable to or does not provide the necessary and required on-the-job or related and supplemental instruction hours in accordance with the work processes and training schedule for the apprentice's occupation.

ADMINISTRATIVE PROCEDURES

Government programs that provide funding have certain documentation and administrative requirements that must be met. Apprenticeship is no exception. The administrative requirements of state and federal apprenticeship, educational systems, and the California Fire Fighter Joint Apprenticeship Committee are provided below.

Apprentice Wage and Benefit Information

State regulations require wage and benefit data to be submitted for each apprentice occupation for each participating department. When salaries or benefits change (i.e., cost-of-living), revisions must be submitted to CFFJAC.

Apprentice Agreements

Apprentice agreements are the foundation of the documentation required to receive funding for training. No training can be submitted for reimbursement unless a complete agreement has been executed.

How to Initiate an Apprentice Agreement

The *Training Coordinator* requests Apprentice Agreements as needed. To initiate agreements, provide the required information by using the Request for Apprentice Agreements form provided on the CFFJAC website at <http://www.cffjac.org/go/jac/program-coordination/forms/>. Because time is an important factor, it is suggested that the information be emailed to: CFFJAC@cpf.org or faxed to the CFFJAC at (916) 922-0972.

After receipt of the Request for Apprentice Agreements, the CFFJAC will return agreements to the Training Coordinator for completion and signatures within one week.

How to Complete and Return Apprentices Agreements

The Division of Apprenticeship Standards (DAS), under the Department of Industrial Relations, requires Apprentices Agreements to be received in their office **30 days** from the beginning of the term of apprenticeship. **Delays in returning Apprentices Agreements will result in loss of funding.** The *Training Coordinator* is responsible for the accuracy, completion, and timely return of each agreement.

The CFFJAC generates agreements from information supplied by the department Training Coordinator. The remaining items, listed below, must be completed by the department and/or the apprentice. **Incomplete agreements cannot be filed with DAS and will be returned for completion. This may result in a loss of funding.**

After the agreement is fully executed, the CFFJAC will return copies to the department. One is for the department's records and to other for the apprentice. The CFFJAC will maintain original apprentice agreements on file.

Apprentice Agreement Side 1 (refer to sample, page 9):

<u>SECTION</u>	<u>INSTRUCTIONS</u>
(1) Veterans Status	Apprentice indicates veteran's status.
(2) Signature	Apprentice signs in ink.
(3) Signature	The chief or designee signs in ink (signature stamps may be used if authorized).
(4) Title	Enter title of person signing.

Apprentice Agreement Side 2 (refer to sample, page 10):

<u>SECTION</u>	<u>INSTRUCTIONS</u>
(A) Sex	Apprentice indicates male or female.
(B) Race or ethnic derivation	Apprentice indicates ethnic derivation.
(C) Number of dependents	Apprentice indicates the number of dependents (optional).
(D) Highest year of education	Apprentice indicates the highest number of years of education completed.
(E) Number of years employed	Apprentice indicates the cumulative years of full time employment in any occupation (optional).
(F) Armed forces status	Apprentice indicates active duty in the U.S. Armed Forces. If yes, indicate the month/year entered, month/year separated, and the total months served on active duty.

D. O.	FILE NUMBER

A	B	C	D	E	Official Use
Gender	Ethnic	Dependents	Education	Yrs. Employ	STATUS



State of California -- Department of Industrial Relations --DIVISION OF APPRENTICESHIP STANDARDS

APPRENTICE AGREEMENT

APPRENTICE LAST NAME,	FIRST NAME	MIDDLE	SOCIAL SECURITY NUMBER
APPRENTICE ADDRESS (NUMBER AND STREET / CITY, STATE & ZIP)			BIRTHDATE (mm/dd/yyyy)
			F - VETERAN Yes: <input type="checkbox"/> No: <input type="checkbox"/>
			COUNTY OF RESIDENCE
OCCUPATION			O*Net code
TERM OF APPRENTICESHIP		STRAIGHT TIME	
Hours Within	Years	Hours per day:	Hours per week:

This agreement is between the above named apprentice employed by the below named employer, and

PROGRAM SPONSOR

AGREEMENT: The undersigned parties mutually agree that they will use their best endeavors to secure employment and training for the apprentice. The apprentice agrees to perform satisfactorily all work and learning assignments. The provisions of the Apprenticeship Standards for the above occupation adopted by the program sponsor and approved by the Chief of the Division of Apprenticeship Standards, are hereby made a part of this agreement. An official copy of the standards is on file in the headquarters of the Division of Apprenticeship Standards. This apprentice agreement will continue in effect until the training is completed or otherwise terminated in accordance with the standards.

The apprentice commences participation under these standards on the date of execution of this agreement by the Apprentice. The signatory apprentice is credited with having _____ months toward completion of the term of apprenticeship. The apprentice is expected to complete training on or about _____, 20____, upon satisfactory completion of the total remaining hours of on-the-job training and hours and/or units of related and supplemental instruction.

APPRENTICE: I, the undersigned apprentice, understand and agree that there is a valid and reasonable necessity that those academic records accumulated throughout related and supplemental instruction during my period of apprenticeship be made available to the apprenticeship committee. Further, I agree to release to the apprenticeship committee any other academic records which I feel may enhance my status as an apprentice.

I, the undersigned apprentice, hereby request that the Administrator of Apprenticeship terminate any other apprenticeship agreements in which I am currently registered.

Executed this _____ day of _____, 20____ by _____
DAY MONTH YEAR 2 SIGNATURE OF APPRENTICE

AGREED TO BY THE EMPLOYER

3	4
SIGNATURE OF EMPLOYER OR ITS REPRESENTATIVE	TITLE

NAME OF EMPLOYER
ADDRESS

SIGNATURE OF PARENT OR GUARDIAN (IF APPRENTICE IS 16 OR 17)

AGREED TO AND APPROVED BY, FOR THE COMMITTEE

SIGNATURE -- SECRETARY / CHAIR / COORDINATOR DATE

ACCEPTED BY DAS

SIGNATURE -- APPRENTICESHIP CONSULTANT DATE

[for unilateral programs only]

This agreement is approved by _____ for the Administrator of Apprenticeship

DAS 1 (REV. 1/12)

APPRENTICE AGREEMENT



TO THE APPRENTICE: California Civil Code Sec. 1798.17 requires State agencies which collect personal information to indicate the authority under which the data are requested. If personal information not specifically authorized by law is requested, individuals must be informed that supplying the information is voluntary. It also provides that state agencies may change or modify records at the request of the individual.

Questions C and E below are voluntary. All others are authorized by law, as indicated by the reference in each section. If the authorized questions are not answered, the apprentice agreement cannot be accepted.

The Division hopes, through collection of this data, to improve the apprenticeship program both for those presently enrolled and for future apprentices. Thank you.

CALIFORNIA APPRENTICE QUESTIONNAIRE (USE INK OR BALLPOINT PEN)	
<p>A. Gender</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p><small>(Cal. Code of Regulations, Title 8, Ch. 2, Sec. 215)</small></p> <p>B. Ethnic or Race Derivation (Check only one)</p> <p>01 <input type="checkbox"/> WHITE (Not of Hispanic Origin) -- A person having origins in any of the original peoples of Europe, North Africa or the Middle East.</p> <p>02 <input type="checkbox"/> BLACK (Not of Hispanic Origin) -- A person having origins in any of the Black racial groups of Africa.</p> <p>ASIAN OR PACIFIC ISLANDER -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. The area includes, for example, China, Japan, Korea and Samoa.</p> <p>A3 <input type="checkbox"/> Asian Asian Indian</p> <p>C3 <input type="checkbox"/> Asian Chinese</p> <p>D3 <input type="checkbox"/> Asian Cambodian</p> <p>06 <input type="checkbox"/> Asian Filipino</p> <p>E3 <input type="checkbox"/> Asian Hmong</p> <p>J3 <input type="checkbox"/> Asian Japanese</p> <p>K3 <input type="checkbox"/> Asian Korean</p> <p>L3 <input type="checkbox"/> Asian Laotian</p> <p>M3 <input type="checkbox"/> Asian Malaysian</p> <p>P3 <input type="checkbox"/> Asian Pakistani</p> <p>R3 <input type="checkbox"/> Asian Sri Lankan</p> <p>T3 <input type="checkbox"/> Asian Taiwanese</p> <p>U3 <input type="checkbox"/> Asian Thai</p> <p>V3 <input type="checkbox"/> Asian Vietnamese</p> <p>F3 <input type="checkbox"/> Native Hawaiian Fijian</p> <p>G3 <input type="checkbox"/> Native Hawaiian Guamanian</p> <p>H3 <input type="checkbox"/> Native Hawaiian Hawaiian</p> <p>S3 <input type="checkbox"/> Native Hawaiian Samoan</p> <p>W3 <input type="checkbox"/> Native Hawaiian Tongan</p> <p>04 <input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE -- A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.</p> <p><input type="checkbox"/> HISPANIC -- A person of Mexican, Puerto Rican, Cuban, South Central American or other Spanish culture or origin, regardless of race.</p> <p>07</p> <p><small>(Cal. Labor Code, Ch. 4, div. 3, Sec. 151)</small></p>	<p>C. Number of Dependents (Do not count yourself)</p> <p>0 <input type="checkbox"/> None 4 <input type="checkbox"/> Four</p> <p>1 <input type="checkbox"/> One 5 <input type="checkbox"/> Five</p> <p>2 <input type="checkbox"/> Two 6 <input type="checkbox"/> Six or More</p> <p>3 <input type="checkbox"/> Three</p> <p><small>(Voluntary)</small></p> <p>D. Highest Year of Education Completed</p> <p>1 <input type="checkbox"/> 8th Grade or less 6 <input type="checkbox"/> 1 Year of College</p> <p>2 <input type="checkbox"/> 9th Grade 7 <input type="checkbox"/> 2 Years of College</p> <p>3 <input type="checkbox"/> 10th Grade 8 <input type="checkbox"/> 3 Years of College</p> <p>4 <input type="checkbox"/> 11th Grade 9 <input type="checkbox"/> 4 or more Years of College</p> <p>5 <input type="checkbox"/> 12th Grade (or GED Certificate)</p> <p><small>(Cal. Labor Code, Ch. 4, div. 3, Sec. 3076.3)</small></p> <p>E. Number of Years You Have Been Employed Full Time to Date (Except for Military Service)</p> <p>0 <input type="checkbox"/> None</p> <p>1 <input type="checkbox"/> Less Than 1</p> <p>3 <input type="checkbox"/> 2 But Less Than 3 Years</p> <p>4 <input type="checkbox"/> 3 But Less Than 4 Years</p> <p>5 <input type="checkbox"/> 4 But Less Than 5 Years</p> <p>6 <input type="checkbox"/> 5 Years or More</p> <p><small>(Voluntary)</small></p> <p>F. Have You Served on Active Duty (other than reserve status) in the U. S. Armed Forces</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, Please Enter:</p> <p>Month and Year Entered _____</p> <p>Month and Year Separated _____</p> <p>Total Months served on Active Duty _____</p>

How to Complete a Federal Apprenticeship Agreement – Federal Agencies only

This form is used **exclusively** for federal employees. Because federal apprentices have dual state and federal registrations, both federal and California agreements must be completed. The federal agreement will be sent to the department with the California DAS agreement for completion.

On page 13 is a sample Federal Apprenticeship Agreement with completion instructions for the apprentice and department. **(Note: complete only the sections listed below. The other areas will be completed by the CFFJAC staff).**

<u>SECTION</u>	<u>INSTRUCTIONS</u>
PART A	
(1,2,3) Address, SSN, DOB, and Sex	Apprentice confirms that this information is correct.
(4a) Ethnic Group	Apprentice indicates ethnic derivation.
(4b) Race	Apprentice indicates race.
(5) Veteran status	Apprentice indicates veteran status.
(6) Highest Education Level	Apprentice indicates the highest level of education achieved.
(8) Signature of Apprentice	Apprentice signs.
PART B	
(19) Signature of Sponsors Representative	Department Representative Signs.

CALIFORNIA FIRE FIGHTER JAC APPRENTICE REGISTRATION							
Registered with the USDOL/ETA/Office of Apprenticeship - CA001880001							
Warning: This agreement does not constitute a certification under Title 29, CFR, Part 3 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship or the recognized State Apprenticeship Agency shown below. (Item 22)				The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29, CFR, Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with the notification to the registration agency, in compliance with Title 29, CFR, Part 29.7.			
PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE							
1. Name (Last, First, Middle) and Address (No., Street, City, State, Zip Code)		*SSN		Answer both a and b (Voluntary) 4a. Ethnic Group (Mark One) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino 4b. Race (Mark One or More) <input type="checkbox"/> Am. Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White		5. Veteran Status (Mark One) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran	
2. Date of Birth (Mo., Day, Yr.)		3. Sex (Mark One) <input type="checkbox"/> Male <input type="checkbox"/> Female				6. Highest Education Level (Mark One) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate	
7. Career Linkage or Direct Entry (Mark One) <input type="checkbox"/> None <input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Incumbent Worker <input type="checkbox"/> Job Corps <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Direct Entry: _____							
8. Signature of Apprentice				Date			
9. Signature of Parent/Guardian (if minor)				Date			
PART B: TO BE COMPLETED BY SPONSOR							
10. Sponsor Program No. Sponsor Name and Address (No., Street, City, County, State, Zip Code)				11a. Trade/Occupation (The work processes listed in the standards are part of this agreement.)			
11b. Occupation Code		12. Term (Hrs., Mos., Yrs.)		13. Probationary Period (Hrs., Mos., Yrs.)			
14. Credit for Previous Experience				15. Term Remaining		16. Apprenticeship Start Date	
17a. Related Instruction (# of Hours per Year)		17b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid			17c. Related Training Instruction Source		
18. Wages: 18a. Pre-Apprenticeship Hourly Wages \$ _____							
18b. Term (Hrs., Mos., Yrs.)		Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
18c. (Choose % of \$)							
18d. Journey Worker's or Completion Hourly Wage \$ _____				18e. Apprentice Entry Hourly Wage \$ _____			
19. Signature of Department Representative				Date Signed			
20. Signature of Sponsor's Representative(s)				Date Signed			
21. Name and Address of Sponsor Designee to Receive Complaints							
PART C: TO BE COMPLETED BY REGISTRATION AGENCY							
22. Registration Agency and Address Office of Apprenticeship 801 I Street, Room 202 Sacramento, CA 95814				23. Signature (Registration Agency) Signature on file		25. Apprentice Identification Number	
				24. Date Registered			
PART D: TO BE COMPLETED BY FIRE DEPARTMENT							
Next Hourly Step	Next Hourly Step	Next Hourly Step	Next Hourly Step	Next Hourly Step	Next Hourly Step	Next Hourly Step	Next Hourly Step
Number of months between each salary step increase _____							

Change in Apprentice Status

If an apprentice changes employment status (i.e. promotion, transfer, resignation, retirement, or termination), the CFFJAC must be notified immediately so a cancellation or new agreement can be processed. Cancellations are effective the date they are received in the CFFJAC office.

The Change In Apprentice Status form is available on the CFFJAC website at <http://www.cffjac.org/go/jac/program-coordination/forms/> .

GENERAL INFORMATION

Instructor of Record

Each participating department must designate an Instructor of Record who meets the requirements to hold a teaching credential. The Training Coordinator may also serve as the Instructor of Record.

The Instructor of Record is responsible for verifying the accuracy of the training reported, by signing the monthly individual training reports. He/she also verifies that the person conducting the training is a qualified instructor.

When an audit or program review occurs, the Instructor of Record is responsible for providing documentation substantiating the reported training. This documentation will cover verification of training hours for each apprentice, subject area curriculum, and qualifications of instructors (see page 4 for additional information).

Teaching Credential

The designated Instructor of Record is required to hold a current, valid, and applicable Career Technical Education or an Adult Education Teaching Credential. If the instructor already possesses an acceptable 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 within 21 days.

When a department designates a new Instructor of Record, the CFFJAC must be notified immediately. To ensure continued timely processing of apprentice training hours, the current Instructor of Record should continue to fulfill the responsibilities until the new Instructor of Record completes and submits all required application components. If this is not possible, processing apprentice records may be delayed until all required application components are received.

To meet the requirements to hold a teaching credential for the first time as specified by the California Commission on Teaching Credentialing you must:

- A. Complete a credential application packet obtained from the CFFJAC;
- B. Provide a copy of your high school diploma or equivalent or a copy of the your degree;
- C. Complete State Fire Marshal Training Instructor 1A, 1B, and 1C courses;
- D. Provide a copy of your EMT or a Paramedic card. If you are not an EMT or a Paramedic you will be required to complete a health education class. Contact the CFFJAC program for more information on the health education class requirement;

- E. Obtain a live-scan (electronic fingerprints) which will be forwarded to the Federal Bureau of Investigation and the Department of Justice;
- F. Be a journey level firefighter with at least five years of fire service experience;
- G. Submit a "Verification of Employment" letter from your department. The CFFJAC will provide a sample letter. **Note: At least five years experience must be covered by this letter.** If you cannot show five years of experience with your current department, letters from previous departments will be required; and
- H. Complete a U.S. Constitution course. **Note: This may be satisfied by some U. S. History and U. S. Government classes.** Contact the CFFJAC for more information on this requirement.

The Preliminary Credential will expire after three years. However, all of the above requirements must have been satisfied and documentation submitted to the CFFJAC within the first *two* years from the date the credential was issued. If these requirements are not met within this time period, applicants are prohibited from applying for a Clear Credential. The Clear Credential expires after five years and may be renewed every five years thereafter.

When you complete the credential application packet, submit it to the CFFJAC who will in turn forward it to our local education agency (LEA) and the California Commission on Teaching Credentials. **Do not submit the application packet to the Commission or the LEA.**

Note: The CFFJAC processes all paperwork and pays all fees associated with obtaining a Preliminary and Clear Credential as well as renewal.

If you have any questions regarding teaching credentials, please call the CFFJAC office at (916) 648-1717.

Signature Stamp Authorization

For purposes of efficiency, Instructors of Record will be asked to provide signature stamps to the CFFJAC which will be used whenever it is administratively expedient. The stamps are used when a signature is required or is missing on documents submitted by the department such as training reporting forms or documents containing data obtained from the department such as DAS forms, wage and benefit data.

Program Self Assessments/Audits

The CFFJAC apprenticeship training programs are approved and authorized by state and federal laws and regulations. Reimbursement for the training of apprentices comes from the State of California. As such, recipients of that funding are subject to review and audit by the Division of Apprenticeship Standards, the California Department of Education, and other state agencies that review funding for state sponsored programs such as the Department of Finance, the State Controller, and the California Legislature.

The CFFJAC periodically requests participating fire departments to conduct a self assessment of their apprenticeship training program. The primary purpose of this process is to verify that the program is in compliance with apprenticeship program requirements and to maximize allowable reimbursement. The CFFJAC may also conduct on site reviews as necessary.

Completing the self-assessment will guide the Training Coordinator and the Instructor of Record in administering the apprenticeship program and will result in essential compliance with statutes and regulations as well as CFFJAC policies and procedures that govern the firefighter apprenticeship program.

It is the responsibility of the Instructor of Record to maintain and provide documentation or verification needed for self-assessment or audits. Such documentation may include electronic records, station logs, class rosters, etc. The CFFJAC will provide additional information on the self-assessment process when a department is asked to complete the self-assessment.

The philosophy of the CFFJAC is to provide whatever assistance is necessary to help participating fire departments develop, manage, and maintain an outstanding apprenticeship program.

Journeyperson Certification

The CFFJAC will notify departments regarding journeyperson verification. This notification will list the apprentices who have completed or are near completion of the minimum apprenticeship requirements.

Upon receipt, the Instructor of Record reviews each apprentice's occupational experience (work processes), required hours of related and supplemental instruction, and if applicable, journey level tests for satisfactory completion. If all requirements are met, the department's representative signs the bottom of the notice and returns it to the CFFJAC office. If any apprentice has not met the requirements, the information can be noted on the list and returned to the CFFJAC. When the journeyperson notification is returned from the department, the paperwork to complete apprenticeship will be processed and the journeyperson certificates will be mailed to the department for presentation.

Veteran's Benefits

The CFFJAC apprenticeship training program is approved by the Veterans Administration (VA), and veteran apprentices may be eligible to receive benefits.

Eligibility – Veterans must meet VA eligibility criteria in order to receive benefits. Individual eligibility determinations are made by the VA. Benefits may only be paid for the term of apprenticeship, or until eligibility ceases, whichever occurs first.

Application Process – Apprentices interested in applying for VA benefits should contact the CFFJAC office, NOT the Veteran's Administration. An application packet will be mailed to the apprentice by the CFFJAC. All applicable paperwork must be completed and returned to the CFFJAC office for processing.

Note: Individual fire departments are NOT approved as official training institutions and are NOT authorized to sign any VA documentation.

Monthly Certification – Any veteran receiving benefits as an apprentice through the CFFJAC must comply with VA reporting requirements. For each month that benefits are claimed; the apprentice must send official verification of base salary, number of hours worked, and documentation of training for that period to the CFFJAC.

Note: Only personnel designated by VA can certify enrollment and monthly verification forms. The certifying official is the CFFJAC. Department personnel are NOT authorized as certifying officials.

Additional information, along with a list of frequently asked questions, is available on our website at <http://www.cffjac.org/go/jac/program-coordination/veterans-benefits/>.

Confidential Data and Record Retention

It is the policy of the CFFJAC, and in most cases the law, that specific information is confidential. Only authorized personnel will have access to such information. The CFFJAC safeguards privacy information to the extent allowed by law.

Educational Records – Individual training records, transcripts, grades, and personal data are all confidential. Only personnel specifically approved by the Fire Chief, such as the Training Officer or Instructor of Record, may have access to this information.

Personnel Documents – All individual personnel records are confidential. This includes personal information such as address, social security number, etc. Individual testing records and pre-employment clearance data (i.e., medical, driving, criminal records) are also confidential. Only personnel specifically approved by the Fire Chief will have access to this information. Statistics that

do not pertain to a specific individual are considered public information. Data concerning numbers/percent of appointments, test success, failure rates, etc., can be released if available.

Record Retention – Complete training records pertaining to academy, related and supplemental instruction, and on-the-job training for each apprentice must be maintained by the local fire department. The purpose of these records is to determine apprentice progress, and to document the training completed and the satisfactory performance of minimum knowledge and skill levels required to achieve journeyman recognition. Such records must cover the period from the date of entry through completion of the apprenticeship program.

As a general rule, training records that document training hours submitted to the CFFJAC for reimbursement must be maintained for a period of at least **five years** from the date of the last official action. If you have any questions, contact the CFFJAC office.

APPRENTICE TRAINING PLANS

The SubJAC is responsible for developing/adopting training plans for all department apprentice occupations. Training plans include academy training, work processes, and related and supplemental instruction.

The minimum standards for apprentice training programs are established by the CFFJAC Board and are based on State Board of Fire Services (SBFS) recommended training standards. These recommended training standards meet or exceed the National Fire Protection Association (NFPA) Standards for firefighter and related occupations.

Obtaining the necessary information and documentation to establish adequate records and progress reports requires the cooperation of the apprentice, the supervisor/instructor, the Instructor of Record, and the Training Coordinator.

Note: All apprentices training must be approved by the department's SubJAC. A copy of the approved curricula must be available for the first SubJAC meeting.

There are three types of training referred to in apprenticeship:

Academy Training: This term refers to basic intensified instruction and drill ground training taught by a CFFJAC approved instructor to prepare an apprentice to begin the work processes for a specific occupation.

Academy instruction will be the portion of the recommended training standards for a specified occupation as noted in the CFFJAC Rules and Regulations, or an equivalent curriculum. As an example, academy training for firefighter apprentices encompasses the tasks contained in the SBFS Fire Fighter I and the lesson plans in the Fire Fighter I Instructor Guide.

Note: Departments that make substantial changes to the SBFS curriculum must submit a copy of those changes to the CFFJAC for approval.

At a minimum that curriculum must contain:

- A. Course outlines;
- B. Performance objectives;
- C. Time frames;
- D. Reference materials; and
- E. Evaluation methods.

Departments using SBFS materials or minimally modified SBFS materials need not submit copies of lesson plans to the CFFJAC. However; a schedule of academy training, related and supplemental training subjects, and number of hours must be submitted.

Academy instruction is usually delivered in a single concentrated format for the number of hours required to cover the subject areas. If necessary, after consultation with CFFJAC staff, academy training may be delivered in more than one segment during the first year of apprenticeship. Report all academy training according to instructions in the CFFJAC Training Reporting System Handbook.

Work Processes (On-The-Job-Training): This term is used in the apprenticeship community to define the planned on-the-job training that apprentices must complete to become a journey person in a specific occupation. Supervised on-the-job-training is the normal everyday work done by an apprentice during a specified apprenticeship period. **These hours are not reimbursable and should not be reported on the training form.** For example, teaching an apprentice during a drill to “pull a hose” is related and supplemental instruction (see below). When the apprentice pulls a hose on an incident, it is a work process. No additional formal curriculum is needed; the CFFJAC Standards provide the guidelines for this type of training. The department must have a means of documenting the completion of this training.

Documentation of work processes can be accomplished through standard department procedures. There is no requirement to submit regular reports of completed work processes, but this information is subject to review by the CFFJAC and the Department of Industrial Relations, Division of Apprenticeship Standards (DAS), or the federal Office of Apprenticeship (OA).

Related and Supplemental Instruction (RSI): This term is used by educators in the apprenticeship community to refer to the on-going formal training and supervised study received by an apprentice while on duty that is directly related to the occupation and is taught by a CFFJAC approved instructor. RSI enhances and supplements basic knowledge and assists an apprentice in improving his/her skills in the occupation. This planned training is reported and may be reimbursed through the CFFJAC.

Training conducted through a Community College may be considered for completion of apprentice training requirements but is NOT reimbursable by the CFFJAC. All such training must be coded according to the instructions in the CFFJAC Training Reporting Handbook.

Training plans and curriculum for RSI must provide a minimum of 144 hours of instruction per year, per apprentice, for each year of apprenticeship.

If you have any questions regarding reporting requirements, please contact the CFFJAC office.

Monthly Training Reports

A report must be made at the end of each month on the hours of academy and related and supplemental instruction received by each apprentice (see Training Reporting Instructions Handbook). These reports are used to track apprentice's 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.

Monthly reports should be sent no later than the 10th 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 10th.

The fiscal year runs from July 1 to June 30. **The final filing date for 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.

Electronically, reports are submitted to jacdata@cpf.org. Departments using paper reports may contact the CFFJAC office for assistance to converting to electronic reporting.

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.

Progress Notebooks

Each department should develop an apprentice progress notebook or other method to keep track of the types of training completed by apprentices. This notebook can provide direction for and define the content of the skills and knowledge requirements for each year of apprenticeship (see sample notebook in SubJAC Handbook pages 11 and 12).

A condensed version or summary of the individual training record should be included in the notebook. Tasks and training may be signed off by the supervisor/instructor on this form as they are completed. This becomes a permanent record of completion and can be kept in the apprentice's training or personnel file.

When audits occur, these records provide documentation of apprentice progress.

GLOSSARY OF TERMS

Apprentice is an individual who has signed an apprentice agreement and is registered with the State Department of Apprenticeship Standards (DAS) and for federal departments also registered with the Federal Office of Apprenticeship (OA) to be trained to become a journeyperson in conformity with the CFFJAC Standards.

Apprentice Agreement is a written agreement between the apprentice, the CFFJAC, and the employer which is registered on the California DAS Form 1 and the Federal OA Form ETA 671.

Instructor of Record is the training officer or other qualified person designated by the department to hold a Career Technical Education or Adult Education Designated Subjects teaching credential. The Instructor of Record is responsible for the accuracy, quality, and validity of training courses and for the accuracy of attendance and training records. When audits occur, the Instructor of Record is responsible to produce the required documentation.

Journeyperson is either an individual who has been an apprentice and who has successfully completed all requirements and been awarded journey level status or an individual, who by virtue of experience and training, is considered equivalent to journey level.

Journeyperson Certificate is the document issued to an apprentice who has successfully completed apprenticeship and is awarded journeyperson status.

Progress Notebook is the record an apprentice maintains to document his/her training in all the subject areas related to the occupation.

SubJAC is a committee composed of an equal number of representatives of an individual employer, and of an individual union. The sub-committee acts on behalf of the CFFJAC on matters affecting apprentices of an individual employer. Such actions are subject to approval, modification, or reversal by the CFFJAC.

Supervisor/Instructor is an individual who qualifies as a journeyperson in a specific occupation is responsible for the work and training assignments of apprentices under the direction of the Instructor of Record and SubJAC according to department procedures.

Training Coordinator is the person designated by the department as the primary contact with the CFFJAC for the day-to-day coordination of apprentice records and attendance reporting.