



CALIFORNIA FIRE FIGHTER

JOINT APPRENTICESHIP COMMITTEE

SUBJAC HANDBOOK

2012

TABLE OF CONTENTS

	PAGE
CFFJAC Program	
Introduction	1
Goals.....	1
When You Need to Contact Us	2
First SubJAC Meeting.....	3
Agenda for First Meeting.....	3
Sample Language for Common SubJAC Motions	4
Experience Credit.....	4
Interim Recognition/Approval of Curriculum for Apprenticeship Programs	4
Recognition of SBFS Training Standards for Apprentices.....	5
Testing and Evaluation.....	5
Education/Training Credit.....	5
SubJAC Responsibilities	
Excerpt from CFFJAC Rules & Regulations – Section 5 Sub-Committees.....	6
Apprentice Training Plans.....	8
Apprentice Training Plan Development.....	9
Sample Progress Notebook	11 & 12
Education & Experience Credit.....	13
Responsibility for Appeals/Complaints	13
Synopsis of Responsibilities	14
SubJAC.....	14
Supervision of New Training Instructors.....	14
Certification of Monthly Training Reports	15
Confidentiality.....	15
Instructor of Record.....	15
Training Coordinator.....	16
Supervisor/Instructor	16
Apprentice	17
Glossary of Terms	19

CALIFORNIA FIRE FIGHTER JOINT APPRENTICESHIP COMMITTEE

Introduction

The California Fire Fighter Joint Apprenticeship Committee (CFFJAC) is responsible for the administration of the Standards for the CFFJAC Program. The CFFJAC is jointly sponsored by the California State Fire Marshal (CSFM) and California Professional Firefighters (CPF), AFL-CIO. The Committee is composed 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 the department's CFFJAC Subcommittee (SubJAC) responsibilities for apprenticeship training and the documentation necessary to satisfy the reporting requirements of state and federal apprenticeship, educational systems, and the CFFJAC.

Goals

The goals of the CFFJAC have remained the same since its inception:

1. To improve the quality of training for professional firefighters in the fire service throughout California;
2. Promote professional standards for the fire service; and
3. Recruit qualified candidates.

Each participating department, with the support of its union or association, subscribes to the CFFJAC's programs through a Subscription Agreement.

Different types of training are conducted through the CFFJAC; the most predominant is apprenticeship training. The apprenticeship program provides in-depth training for those newly hired or promoted within a subscribing department. Other types of training are made available for all personnel as resources allow.

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:

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FIRST SUBJAC MEETING

Each subscribing department must establish a sub-committee (SubJAC) of the statewide CFFJAC to implement their apprenticeship program in their department. The SubJAC typically has six members, three represent management and three represent labor. The committee may also have alternates and non-voting advisors. The responsibilities of the SubJAC include the development and approval of training for each apprentice occupation and the hearing of complaints concerning apprentice training and related issues within their department.

Once the SubJAC has been appointed, the first meeting is scheduled. A CFFJAC staff member attends this meeting and assists with the initial SubJAC requirements. A department program cannot be started until this meeting is held. Items for the first meeting agenda are listed below. More detailed information and sample language used for posing motions are included in this handbook.

Agenda for First Meeting

- I. Review CFFJAC program and SubJAC responsibilities
- II. Election of officers
- III. Submit the following to CFFJAC representative:
 - Name and email address of each member, alternate, and advisor
 - Identify instructor of record
 - Identify department CFFJAC training coordinator
- IV. Identify occupations to be apprenticed
- V. Adopt experience credit policy
- VI. Adopt interim recognition of apprentice training/curriculum
- VII. Establish next meeting date

SAMPLE LANGUAGE FOR COMMON SUBJAC MOTIONS

The following sample motions are included for reference and assistance. It is not necessary to use these motions if the SubJAC has language preferred by the members. The language in these sample motions can be modified to meet the SubJAC views.

Experience Credit

When a department first enters the apprenticeship program or begins a new apprenticable occupation, the following language may be used to set a policy for experience credit:

“The SubJAC recommends that all existing employees of the _____ Fire Department on (date that they are eligible to enter an apprenticeship program) be given credit for their experience from the date of hire or promotion, whichever is applicable.”

Interim Recognition/Approval of Curriculum for Apprenticeship Programs

It is the responsibility of the SubJAC to recommend the training/curriculum for apprentices to the CFFJAC. This can be a lengthy process when a department first enters the apprenticeship program or begins apprenticeship in a new occupation. The sample language below may be used as an interim recognition so the training program can begin while work is still being done on the final training plans.

*“The SubJAC recognizes the current department training plan for (Fire Fighter Medic[®]). This program is believed to meet the State Board of Fire Services (SBFS) recommended training standards for Fire Fighter I and Fire Fighter II and the Emergency Medical Services Authority (EMSA) regulations for EMT Basic.**

The SubJAC will review and make recommendations for any changes or additions at the next regularly scheduled meeting on (date & time).”

* The occupation and the SBFS recommended training standards should be changed to reflect those established for each occupation. In cases where the standard is EMS and not SBFS, that reference should be included as well.

Recognition of SBFS Training Standards for Apprentices

If the SubJAC recommends that the department adopt the SBFS/CSFM standards and curriculum for a given occupation (with no major differences) the following language can be used. The example shown is for fire fighter apprentices. The references should be changed for other occupations.

“The SubJAC recommends the use of Fire Fighter I lesson plans and tasks for the (fire fighter) academy.

The related and supplemental instruction for the following years will encompass expanded tasks for Fire Fighter I and Fire Fighter II.

Testing and Evaluation

The SubJAC may recommend standards and procedures for evaluating apprentice progress and proficiency.

Each apprentice must demonstrate proficiency by achieving (70% - 100%) on the following manipulative exams:

Other knowledge will be evaluated by written quizzes and tests as specified by the instructor of record.

A minimum score of 70-80% is required on all quizzes and/or tests.

Education/Training Credit

If the SubJAC wishes to establish a policy for the training officer/division to evaluate individual training toward completion of apprenticeship requirements, the following language may be used:

“The SubJAC recommends that the Training Officer/Division review training/education records of each new apprentice as of (date) and verify satisfactory completion of all components of the apprentice training plan that have already been accomplished by the apprentice. The training officer may consider training satisfactorily completed through this fire department, other fire departments, schools and colleges, or the California State Fire Marshal’s office.

The recommendations for training/education credit shall be supported by written documentation. All recommendations for credit shall be submitted to the SubJAC for review and approval. A copy shall be forwarded to the CFFJAC.”

SUBJAC RESPONSIBILITIES

EXCERPT FROM CALIFORNIA FIRE FIGHTER JOINT APPRENTICESHIP COMMITTEE RULES & REGULATIONS

- 5.01 SUB-COMMITTEE (SubJAC)** - There shall be established a Joint Apprenticeship Sub-Committee (SubJAC) for each individual department who participates in an apprenticeship program pursuant to the CFFJAC Apprenticeship Standards. Each SubJAC shall have equal representation of management and labor.
- 5.02 COMPOSITION** - A SubJAC should typically be composed of six members, three of whom shall represent management and be appointed by the individual employer, and three of whom shall represent labor and be appointed by the individual union. The membership of the SubJAC shall reflect the work force diversity of the individual employer. The SubJAC shall select a Chair and a Secretary. A SubJAC may appoint advisors as it deems necessary, such advisors shall act without vote.
- 5.03 ELECTION OF OFFICERS** - When the Chair is a representative of management, the Secretary shall be a representative of labor and vice versa. A nominee must receive an affirmative vote of a majority of the management members and a majority of labor members to be elected.
- 5.04 TERM OF OFFICE** - Members of a SubJAC shall be appointed to serve an indefinite term, at the pleasure of the appointing individual employer or union. Vacancies on the SubJAC shall be filled by appointment made by the individual employer or the individual union.
- 5.05 QUORUM AND VOTING** - A quorum shall consist of a majority of SubJAC members from management and a majority of SubJAC members from labor. All members of the SubJAC, including the Chair and Secretary, may vote on all questions before the SubJAC. An affirmative vote of a majority of the members from management and a majority of the members from labor shall be required to pass any motion before the SubJAC.
- 5.06 RESPONSIBILITIES**
- A. The SubJAC shall meet on a regular basis, a minimum of once each year, at the time and place it establishes. Minutes shall be kept which reflect the attendees and the actions taken at each SubJAC meeting. Said minutes shall be forwarded to the CFFJAC office.
 - B. The SubJAC shall make recommendations to the individual employer, the individual union, and the CFFJAC on matters concerning minimum standards of training, education, and experience credit for apprentices and procedures designed to improve the operation of the apprenticeship program.
 - C. The SubJAC shall hear differences pertaining to training issues within the apprenticeship program, between apprentices, the individual employer, and the individual union, and shall make such recommendations as necessary for the resolution thereof to the Administrator of the CFFJAC, according to the procedures established in Section 11 of these Rules and Regulations.
 - D. The SubJAC shall administer this program in accordance with the CFFJAC Standards under the direction of the CFFJAC.
- 5.07 ALTERNATES** - Alternates may attend meetings and vote in the absence of a member. Each individual union may appoint one official alternate to attend meetings and vote in the absence of a SubJAC member representing labor. Each individual employer may appoint one official alternate to attend meetings and vote in the absence of a SubJAC member representing management.

Appointments of official alternates shall be made in writing to the Administrator of the CFFJAC.

Minutes will reflect the name of the absent member and the name of the voting alternate.

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.

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

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

Apprentice Training Plan Development

An apprentice training plan identifies all the subjects in which an apprentice will receive training, the total number of hours required for each subject, a time period in which each subject should be covered, and the performance objectives and curriculum. The apprentice training plan must be

approved by the department's SubJAC. The SubJAC may do the development itself or the training division may do the initial work and submit it to the SubJAC for review and approval.

To develop an Apprentice Training Plan:

1. Begin with the CFFJAC Rules and Regulations for the occupation.
2. Review all performance objectives listed in the SBFS/CSFM Certification Training Standards for the occupation.
3. Review department occupation requirements and delete those tasks or equipment not used in your department.
4. Develop task descriptions for department specific requirements not included in SBFS/CSFM Standards.
5. Determine the approximate time period in which each task should be completed (i.e. academy, first year, second year, or third year^{*}).
6. Determine the total approximate time allotment for each task over the period of apprenticeship.
7. Determine the number of hours (approximately) for each subject, by year.
8. Group objectives into like categories to develop courses and determine which objectives will be delivered individually.
9. Determine the methods of instruction for each objective or course. For example, will training be in a classroom, or will it be assigned directed study (see Training Reporting Instructions Handbook, page 29).
10. Establish a method for documenting each individual's completion of all the elements of the required training. A progress notebook should be developed (see samples on pages 11 & 12), or another internal method, such as check sheets may be used.
11. Establish course outlines and lesson plans for courses identified (when not using standard SBFS courses).
12. Establish performance objectives, task descriptions, or self paced materials and instructions for directed study.
13. Determine the methods and frequency of evaluation of apprentice progress. Specify manipulative exams and determine if written comprehensive exams will be used or if exams on single subjects will be used.

^{*} Some subjects may be taught during more than one period of apprenticeship. As an example, fire fighters may have more than one session of training on "breathing apparatus." During the Academy they would learn how and when to use a SCBA. During related and supplemental instruction, they would not only reinforce what had been learned, but they would also learn to inspect, test, and maintain breathing apparatus.

SAMPLE

Fire Department Name
Apprentice Fire Fighter Training Course
Progress Notebook

Name _____ Assignment _____

FIRST YEAR SYLLABUS

Subject Area	Hours of Training	Date Complete	Exam Score	Apprentice Initial	Instructor Initial
Local Station Orientation	12:00				
Fire Behavior	12:00				
Basics ICS (I-220)	12:00				
Diversity	8:00				
Preventive Maintenance	1:00				
Basic Driving	2:00				
Emergency Vehicle Operations	4:00				
Vehicle Extrication	8:00				
Fire Physics	2:00				
Fire Investigation	2:00				
Hazardous Materials	4:00				

SAMPLE PROGRESS NOTEBOOK

GIVEN	PERFORMANCE	STANDARD			
ROPES AND KNOTS					
		MINIMUM STANDARD ACCEPTABLE	STUDENT SCORE	REFERENCE	INSTRUCTOR NAME OR INITIALS
Given a summary of knot tying and a length of rope	Demonstrate tying a square knot. Demonstrate tying a becket bend. Demonstrate tying a bowline on a bight. Demonstrate tying a rescue knot. Demonstrate tying a fire department bowline. Demonstrate tying a timber hitch. Demonstrate tying a running bowline. Demonstrate tying a clove hitch (up and down). Demonstrate tying a trucker's hitch.	70%		2	
Given a summary of uses of rope and a written or oral exam	Describe how ropes and knots are used in the fire service.	70%		2	
Given a summary of minimum standards for lifelines and safety lines and a written or oral exam	Describe the standards for length and tensile strength of fire service lifelines and safety lines.	70%		2	
Given a summary of knot tying and a length of rope	Properly tie off a McLeod for hoisting. Properly tie off a shovel for hoisting. Properly tie off a pike pole for hoisting. Properly tie off an axe for hoisting. Properly tie off a pulaski for hoisting. Properly tie off a fire extinguisher for hoisting. Properly tie off an extension ladder for hoisting.	70%		2	

EDUCATION AND EXPERIENCE CREDIT

When recommended by the SubJAC, apprentices may be granted credit for prior on-the-job training (experience) and/or completed education or training (refer to Section 10 of the CFFJAC Rules and Regulations). The most common occasion when experience credit is an issue is when a department first subscribes to the apprenticeship program.

Existing personnel can be apprenticed but should be given credit for their current, applicable work experience to be in compliance with the wages and working condition requirements of apprenticeship. (Sample language for a SubJAC to grant experience credit and establish a policy allowing credit to be granted to all that are eligible is on page 4.)

Approving education or training credit may be delegated by policy to the training officer/division, or the SubJAC may review requests individually. When establishing a policy, the SubJAC should consider the type and length of training, the agency providing documentation of completion, the recency of the training, etc. Some SubJACs choose to establish a listing of equivalent subject areas and courses if requests for credit become too burdensome.

RESPONSIBILITY FOR APPEALS/COMPLAINTS

Apprenticeship appeals and complaints may only be heard for issues regarding apprentice training or alleged discrimination in apprenticeship. Complete rules and instructions for appeals can be found in Section 11 of the California Fire Fighter Joint Apprenticeship Committee Rules and Regulations.

The SubJAC is the first level of review if an apprentice files an appeal or complaint. Apprentice appeals affect only the status of their apprentice agreement. The CFFJAC has no authority to require an employer to hire, retain, or fire an employee.

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 16);
- 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 apprentices 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.

GLOSSARY OF TERMS

Apprentice is an individual who has signed an apprentice agreement and is registered with the State Division 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.

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 Subject teaching credential. The instructor of record is responsible for the quality and validity of apprenticeship training courses and for the accuracy of attendance records and training. 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.

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 and is responsible for the work and training assignments of apprentices under the direction of the instructor of record 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.