

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> INSTRUCTION 05		<b>DEPARTMENT</b> FIRE
<b>SUBJECT</b> TRAINING: JOINT APPRENTICE TRAINING PROGRAM	<b>SECTION</b> 14	<b>PAGE</b> 1 of 3	<b>EFFECTIVE DATE</b> 07/01/01

#### **XIV. JOINT APPRENTICE TRAINING PROGRAM**

The Joint Apprentice Training Program establishes minimum standards for Fire Fighter Apprentice Training Programs, based on State Board of Fire Services training standards.

A report is made at the end of each month on the hours of training received by each apprentice. All training must be documented in the Day Book at the Station where the training was performed.

The Company Officer is responsible for certifying that the hours reported are accurate and the reports are submitted by their personnel in a timely manner. The reporting form is a legal document and is forwarded to the J.A.C. Program in Sacramento for processing. Each participant signs an agreement for a specific period of time (established by J.A.C.) and is bound by the agreement until satisfactory completion of the program.

##### **A. Apprentice**

Each apprentice is responsible to:

1. Diligently apply him/herself to the completion of apprenticeship and to perform all work and training assignments satisfactorily.
2. Maintain a personal Training Record which contains a listing of each knowledge and performance objective required during a specific training cycle.
3. Obtain a review and approval signature from the respective Company Officer/Instructor as each performance and knowledge objective is satisfactorily completed.
4. Make certain all training reported is documented in the Fire Station Day Book.
5. Ensure that the form is sent to the J.A.C. Coordinator in the Training and Safety Division by the 10th of the month following the month of training. Fax copies are not acceptable. Forms must be completed in ink.

##### **B. Company Officer/Instructor**

Each Company Officer/Instructor involved with an apprentice shall provide supervised work experience, training and instruction, and is responsible to:

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1. Assist the apprentice in the completion of training, study, and performance of assignments in subject areas connected with required objectives of the specified training cycle.
2. Review, answer questions, provide instruction and training, and affix his/her signature in the apprentice's Training record verifying satisfactory completion of required knowledge and performance.
3. Ensure a variety of work assignments to allow each apprentice to become proficient in the work processes for the applicable apprentice series ~~Fire-Medic~~. Documentation of the work processes can be accomplished through standard departmental procedures.
4. Review and sign the completed Training Reporting Form at the end of the month.

C. Training Reporting

1. Report training, not work progress. A session on how to conduct fire station visits is valid, reportable training. A routine fire station visit would not be reportable. Learning how to inventory medical or other supplies is reportable, but would cease to be reportable when the job becomes routine and part of your daily duties.
2. Station Maintenance, when it involves planning and actual training sessions regarding maintenance is reportable. Yard work is not reportable.
3. O.C.A.'s are reportable when you are performing normal work progress for a job out of your class. Example: A Firefighter doing Engineer's work.
4. Critiques/reviews of actual incidents are reportable.
5. F.C.I.P. is not reportable, but any time you spend in preparation for F.C.I.P.'s is reportable. Additionally, Pre-fire Planning is all reportable.
6. In-Service Training - Report I.S.T. each month. The I.S.T. Schedule is sent out via a Bulletin and has the pertinent J.A.C. codes in the upper right hand corner.
7. Use the "Dept. Use Only" column to enter the number of the station, other than your own where you receive training. (Will work shifts, trades , etc.) If you attend a class off duty you can also write "off duty" in this column. You will get credit towards your apprenticeship, but the Department will not be reimbursed.

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8. Make certain you sign your form under the employee section and that you obtain the supervisor signature (Company Officer) before submitting your form to the Training and Safety Division.

NOTE: Coordinate with the Captain of the station you receive the training to log your training in the Company Journal. This is required for state auditing purposes.