

DEFINITIONS

4102

(No. 6 February 2007)

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

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

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

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

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

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

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

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

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

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

CANCELLED AGREEMENT – Apprentice agreement is terminated.

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

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

CFFJAC – See JOINT APPRENTICESHIP COMMITTEE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SUSPENDED AGREEMENT– Apprentice agreement is temporarily inactive.

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

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

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

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

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

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

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