

## UNIT INSTRUCTOR OF RECORD

4144

(No. 9 July 2009)

Where assigned, the Unit Instructor of Record is responsible for ensuring that apprentices are afforded the appropriate atmosphere and opportunities to successfully complete the requirements of the apprenticeship program, and shall be responsible for the following:

- 1) Contact Region JAC Coordinator to obtain information on becoming a Unit Instructor of Record.
- 2) Hold a current, valid and applicable Vocational Teaching Credential. If the Instructor already possesses that credential, a copy must be sent to the CFFJAC. If not, the CFFJAC will provide the credential application package with instructions for completion. Applications must be returned to CFFJAC within 21 days.
- 3) Notify Region JAC Coordinator upon any change of status of the Unit Instructor of Record.
- 4) The Unit Instructor of Record is responsible for the accuracy of the training received and so substantiates by signing the monthly individual training reports, verifying that the person conducting the training is a qualified instructor.
- 5) Upon signing the apprentices CAL FIRE 304 "Monthly Training Report Form", the Unit Instructor of Record ensures the original is forwarded to the Region JAC Coordinator and a copy is provided to the Unit JAC Coordinator. It should be noted that by signing the form, the Unit Instructor of Record is attesting to the accuracy of the information and the training received. ([CAL FIRE 304 Monthly Training Report Form](#))
- 6) Upon request for substitute training, the Unit Instructor of Record will verify successful completion of the training being substituted with documentation forwarded to the Unit JAC Coordinator. (See [Section 4166: Substitute Training](#))
- 7) If the Unit Instructor of Record has a personal relationship, that meets the definition of nepotism, with an apprentice, his or her signature on any JAC documentation, including the CAL FIRE 304, must be countersigned by the Unit Administrative Officer.
- 8) If the Unit Instructor of Record is unavailable or has left the position, another qualified Instructor of Record must sign apprentice documentation.

- 9) When an audit or CFFJAC review occurs, the Unit Instructor of Record is responsible for providing documentation substantiating the reported training. This documentation may include verification of training hours (i.e. certificate, class roster, transcript, timesheets and station logs) subject area curriculum, or qualifications of presenters.
- 10) When a Unit utilizes community college funding, a mechanism must be identified to ensure correct coding on the CAL FIRE 304.
- 11) Periodically review work, drill and training progress of apprentices with supervisors/ instructors.
- 12) Meet the instructor qualifications as defined in Handbook section 4150.

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

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