

BASIC FIRE CONTROL (BFC) COORDINATOR

4145

(No. 6 February 2007)

While apprentices are assigned to the Academy, the BFC Coordinator acts as their Instructor of Record. The BFC Coordinator's responsibilities are to:

- 1) 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 directions for completion. Applications must be returned to CFFJAC within 21 days.
- 2) Verify apprentice information provided by Region JAC Coordinator and Academy Facility Coordinator and submit updates.
- 3) Notify Statewide JAC Coordinator of any change to the BFC Coordinator's status.
- 4) Use the CAL FIRE Apprentice Status Form (CAL FIRE 305) to notify CFFJAC, Unit, Region and Statewide JAC Coordinators that an apprentice failed the Academy, and for any change in status while assigned to the Academy.
- 5) Verify the apprentices' training hours by signing the JAC Timesheet and forward it to the CFFJAC.
- 6) Assure that another qualified Instructor of Record will sign the apprentice's documentation, if they (BFC Coordinator) are unavailable.
- 7) Provide documentation, during an audit, substantiating the reported training. This will include verification of training hours, and subject area curriculum.

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