

APPRENTICE

4147

(No. 6 February 2007)

Each apprentice shares responsibility with the JAC Supervisor to ensure they complete the requirements of the apprenticeship program. These requirements include: 432 hours of related and supplemental training, 36 months performing the work processes of the classification, completion of the first year written and performance examinations and successful completion of the third year written and performance examinations. In addition, each apprentice:

- 1) Provide the required training documentation to the Unit Training Officer/ JAC Coordinator using the CAL FIRE 306 Apprentice Training Verification Form.
- 2) Attend and successfully complete the appropriate Basic Fire Control modules for the apprentice classification.
- 3) Complete all of the related and supplemental training and manipulative skills requirements outlined in the 1st, 2nd and 3rd year Progress Notebooks.
- 4) Document all training performed on the CAL FIRE 304 and forward to the respective JAC Supervisor for signature and submittal to the Unit Instructor of Record. By signing the form, the apprentice is attesting to the accuracy of the information.
- 5) Obtain the signature of the respective JAC Supervisor on the Individual Training Record form as each training requirement is satisfactorily completed. Individual Training Record forms are contained in the Progress Notebooks.
- 6) Submit the completed Progress Notebook to the JAC Supervisor for review when all training requirements are met. The apprentice forwards a copy of the Individual Training Record from the Progress Notebooks to the Unit JAC Coordinator.
- 7) Keep a copy of all training documentation submitted for apprenticeship, including 304's and Individual Training Records. It is the responsibility of the apprentice to ensure that all hours of related and supplemental instruction are completed, documented correctly, and submitted to the Unit JAC Coordinator

It is recommended that the apprentice develop and maintain a "workbook or library" containing information, notes, and other printed materials (or the sources of same) that were used to gain the knowledge required to reach the objectives of each subject areas. The "workbook" can also be used as a future reference source, and, as documentation of study.

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

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(see Forms or Forms Samples)