

TRAINING AND TESTING REQUIREMENTS **4160**
(No. 13 July 2014)

PERMANENT APPOINTMENT TO FFII AND FAE **4160.1**
(No. 13 July 2014)

Except as noted in [Section 4180, Appointment Effective Dates and Exceptions](#), the apprenticeship program requirements for permanent employees in FFII and FAE classifications are:

- 1) Successful completion of required Academy training,
- 2) 36 months performing the full range of duties of the occupation,
- 3) 432 hours of specified, related and supplemental instruction,
- 4) Participation in first year written and performance evaluations; and
- 5) Successful completion of third year written and performance evaluations.

Upon permanent appointment to an apprentice classification, the employee is issued an Apprentice Agreement to sign. The Apprentice Agreement states the term of the apprenticeship and serves as the document that officially engages the employee in the training program. In signing the document, the apprentice has agreed to satisfactorily perform all work and learning assignments.

LIMITED TERM APPOINTMENT TO FAE **4160.2**
(No. 13 July 2014)

The apprenticeship program requirements for limited term employees in the FAE classification are:

1. Successful completion of required Academy training,
2. 36 months performing the full range of duties of the occupation (although the 36 months are not necessarily consecutive, and are only credited while the apprentice is employed in the classification)
3. 432 hours of specified, related and supplemental instruction,

4. Participation in first year written and performance evaluations, after completion of the first 12 months of apprenticeship; and
5. Successful completion of third year written and performance evaluations after the 36 months of time in grade in the FAE apprentice classification

Upon appointment to the FAE apprentice classification, the employee is issued an Apprentice Agreement to sign. The Apprentice Agreement states the term of the apprenticeship and serves as the document that officially engages the employee in the training program. In signing the document, the apprentice has agreed to satisfactorily perform all work and learning assignments.

PERMANENT APPOINTMENT TO HFEO

4160.3

(No. 13 July 2014)

Except as noted in Section 4180, Appointment Effective Dates and Exceptions, the apprenticeship program requirements for permanent employees in the HFEO classification are:

1. Successful completion of required Academy training which includes FFA, COA and HFEO Academies,
2. 36 months performing the full range of duties of the occupation,
3. 188 hours of specified, related and supplemental instruction in first year HFEO syllabus,
4. 194 hours of specified, related and supplemental instruction in second year HFEO syllabus,
5. 204 hours of specified, related and supplemental instruct in third year HFEO syllabus,

Upon appointment to the HFEO apprentice classification, the employee is issued an Apprentice Agreement to sign. The Apprentice Agreement states the term of the apprenticeship and serves as the document that officially engages the employee in the training program. In signing the document, the apprentice has agreed to satisfactorily perform all work and learning assignments.

See Exhibit HFEO JAC Code Card

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

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

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