

## PROGRESS NOTEBOOKS

4164

(No.13 July 2014)

The apprentice's Progress Notebooks contain an Individual Training Record that lists the required training subjects and performance objectives for each training subject area. After an apprentice has completed a required training subject, all objectives listed in the notebook must be completed successfully. If a passing score is achieved, the JAC Supervisor or Course Instructor will initial the notebook attesting to the achievement. If the Course Instructor initialing the notebook has a personal/family relationship with the apprentice, the notebook must be countersigned by the Training Officer or another instructor for the course.

The curriculum for related and supplemental instruction is contained in Progress Notebooks for apprentices as follows:

Apprentice	Criteria	# <sup>1</sup>	Progress Notebook Name
FFII	Appointment prior to Feb 2001	2	FFII (1 <sup>st</sup> version)
	Attended BFC 1A/1B	3	FFII (2001)
	Attended Fire Fighter Academy	3	FFA (2006)
FAE	Appointment prior to April 2 2001	2	FAE (1 <sup>st</sup> version)
	Attended BFC 2A/2B	3	FAE
	Attended Company Officer Academy	3	COA
HFE0	Attended HFE0 Academy	3	HFE0

Exhibit: [Training Codes Apprentice Fire Apparatus Engineer as of 4/2/01](#)

Exhibit: [Training Codes Apprentice Fire Fighter II as of 2/26/01](#)

Exhibit: HFE0 Training Codes

Apprentices that are switching between FFII and FAE apprenticeships must utilize the related and supplemental progress notebook for the classification in which they are working. Training hours can only be submitted to one syllabus (i.e. an apprentice employed as a FFII can only use their hours in the FFII syllabus).

- 
- <sup>1</sup> Number of Progress Notebooks

A sample of the Progress Notebook and description of the performance objectives is below:

CONDITION <sup>2</sup>	BEHAVIOR <sup>3</sup>	STANDARD			
SALVAGE					
		MINIMUM <sup>4</sup> STANDARD ACCEPTABLE	STUDENT SCORE <sup>5</sup>	REFERENCE <sup>6</sup>	INSTRUCTOR <sup>7</sup> NAME OR INITIALS
A summary of methods and procedures for salvage, rope, salvage cover, six chairs, and helper	Describe the purpose of catch basins Demonstrate the procedures to construct a catch basin	80%		1,2	
A summary of methods and procedures for salvage, helper, salvage cover, and performance exam	Describe the purpose of a catchall Demonstrate the Procedure to construct a Catchall	80%		1,2	

## ELECTIVE HOURS OF TRAINING

**4164.1**

(No. 6 February 2007)

FFII and FAE apprentices hired prior to February 26, 2001 and April 2, 2001 respectively, are required to participate in 16 hours of ICS elective training.

- 1) Any ICS subject listed on the Sub-JAC approved Elective training list for the respective classification, or;
- 2) In a new subject area that is reviewed and approved by SubJAC on a case-by-case basis. See [Section 4168, Petition for New Training Subject](#), for instructions on petitioning SubJAC for approval to train in new subject areas.

<sup>2</sup> "CONDITION" refers to the instruction provided to the apprentice. The amount of time that should be devoted to the lesson must be at least the number of hours indicated on the apprentice's Individual Training Record. The time allotted to taking a test shall not be considered in meeting the minimum training time

<sup>3</sup> "BEHAVIOR" describes the action the apprentice must perform to complete the lesson. Some subjects will require the individual instructor to prepare written or oral quizzes to test the knowledge of the apprentice.

<sup>4</sup> The "MINIMUM STANDARD ACCEPTABLE" accuracy for the subject area is indicated

<sup>5</sup> Enter the apprentice's score. In the case of regional training, such as Leadership Fundamentals, record one entry on the last line for the final exam score.

<sup>6</sup> The "REFERENCE" refers to the reference materials used in providing training in the subject area. A numbered list of references can be found in the back of the Progress Notebook.

<sup>7</sup> When the local instructor completes a module of training and the apprentice has successfully completed the exam, the instructor shall initial the block in the Progress Notebook.

Additionally, FFII and FAE apprentices are required to participate in 94 and 25 hours of miscellaneous elective training respectively. Again, the miscellaneous training subjects have not been specifically identified but rather can be:

- 1) In any subject listed on the Sub-JAC approved Elective training list, or;
- 2) In a new subject area that is approved by SubJAC on a case-by-case basis. See [Section 4168, Petition for New Training Subject](#), for instructions on petitioning SubJAC for approval to train in new subject areas.

See Exhibit: [Training Codes Prior to 2001](#)

FFII and FAE apprentices hired after February 26, 2001 and April 2, 2001 respectively are required to participate in 16 hours of ICS training.

- 1) In any ICS subject listed on the Sub-JAC approved list of ICS courses. If they want to choose something from the substitution training list for FFII and FAE apprentices their ICS course, it takes Unit Instructor approval, or;
- 2) In a new subject area that is approved by SubJAC on a case-by-case basis. See [Section 4168, Petition for New Training Subject](#), for instructions on petitioning SubJAC for approval to train in new subject areas.

See Exhibit: [Training Codes Apprentice Fire Apparatus Engineer as of 4/2/01](#)

See Exhibit: [Training Codes Apprentice Fire Fighter II as of 2/26/01](#)

FFII's that attended the Fire Fighter Academy (FFA) and FAE's that attended the Company Officer Academy (COA) are required to participate in 24 hours of ICS training. The Apprentice can select the ICS training in conjunction with the Unit Training Officer/JAC Coordinator.

Regardless of the apprentices hire date, the JAC Supervisor should assist the apprentice in selecting an ICS elective. Any new subject area of training, however, must have the approval of the Unit Instructor of Record and must be submitted in writing to the Sub-JAC for approval, ideally prior to attending the course. Specific details about the new training must be included (i.e., training subject or course title, description, hours, sponsoring agency if applicable, justification). See Exhibit: [Sample Request and Petition for New Training Subject](#).

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

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

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