

SUBSTITUTE TRAINING

4166

(No. 6 February 2007)

When an apprentice has previously performed required supplemental training in a formal class, and wishes to replace the completed training with training from the Substitute Training list, the apprentice must select training that is equal to or greater than the length of the required training course.

The required training may be substituted with either:

- A course from the “Substitute Training” list, or
- Additional reinforcement/remediation training, or
- A new subject area (must be approved by SubJAC)

The only training that may be substituted is formal class training. Formal class training is described in the syllabus as “a course”. The ability to substitute training will be allowed only with the approval of the Unit Instructor of Record or their designee. The apprentice will provide the Unit Instructor of Record with a copy of the official record of successful completion for the class being substituted which will be forwarded to the Unit JAC Coordinator.

Apprentices that switch between FFII and FAE may find formal classes repeated in both syllabi. Since training hours can only be submitted to one syllabus, an apprentice that completes formal training in their current classification would need to substitute those hours in the other syllabus.

- For example, a FFII successfully completes Instructor 1A and applies those hours to their FFII syllabus. If the employee then promotes to FAE, where the class is also required, the class would not be repeated but the 40 hours of Instructor 1A would need to be substituted to fulfill the requirement in the FAE syllabus.

The apprentice will provide a copy of the certificate of each class being substituted, proving completion prior to allowing a substitution to be approved.

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