

PETITION FOR NEW TRAINING SUBJECT

4168

(No. 6 February 2007)

When an apprentice has previously performed required supplemental training and wishes to substitute the training with a new subject not listed on the approved Substitute Training list, the employee may request approval from their Unit Instructor of Record to petition SubJAC for approval. A Petition to Substitute New Training must be submitted to the Statewide JAC Coordinator for inclusion on the agenda at the next scheduled SubJAC meeting. The Petition memo must include:

- The signature of the Unit Instructor of Record,
- Specific details about the new training, i.e., training subject or course title, description, hours, sponsoring agency if applicable,
- Justification describing the overall reason and/or benefit to the employee or department.
- Exhibit: [Sample Request and Petition for New Training Subject](#)

The following criteria must be met in order to substitute training:

- The determination to replace and substitute training shall be approved by the Unit Instructor of Record.
- When training is substituted it must be identified and documented in the Apprentice Progress Notebook and on the CAL FIRE Form 304, Monthly Training Report. See [Section 4173 Training Documentation](#) for instructions on completing the Monthly Training Report Form 304.
- The training to be replaced must have been successfully completed within the last five years. It is the responsibility of the apprentice to show satisfactory completion.

At the JAC Supervisor's discretion, the apprentice may be given a written and/or performance examination to verify proficiency in a particular training subject prior to being granted substitution approval by the Unit Instructor of Record. Any examination must be passed at the established accuracy rates.

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

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