

## **PROGRAM REVIEW OR AUDIT**

(October 2003)

**4169**

CFFJAC apprenticeship training programs are approved and authorized by law. Apprenticeship records are subject to review and audit by Division of Apprenticeship Standards, the Department of Education, as well as other state agencies that review funding for state sponsored programs such as the Department of Finance or the State Controller.

The CFFJAC periodically conducts internal program reviews. When a review is scheduled, the CFFJAC staff will notify the department in advance, and explain the process and what information will be reviewed.

The purpose of the review is to verify the training reported. It is the responsibility of the Unit Instructor of Record to provide the documentation or verification that is requested for training. Such documentation may include station logs, class rosters, training certificates, etc.

Other program elements such as the apprentice wages and working conditions, ratio of journey-level staff to apprentices, as well as the completion of work processes, may be reviewed. In the event of a program review, it is the responsibility of the Unit Personnel Office to provide information regarding timesheets and wages.

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