

## **ACADEMY NOMINATIONS PROCESS**

**4171**

(No. 6 February 2007)

Approximately 60 days before a scheduled BFC course begins, the Academy Facilities and BFC Course Coordinator request student nominations from each Region JAC Coordinator. Each Region is entitled to nominate one half of the total number of students to be trained during each course.

The Region JAC Coordinator requests nominations from each Unit Administrative Officer. Upon receipt of all nominations, the Region JAC Coordinator verifies the appointment eligibility of each individual and finalizes the roster of students for the course. The Region JAC Coordinator will attempt to accommodate all Unit nominations, however, when the number of nominations exceeds the Region's allocation, the Region JAC Coordinator will make the final selection. In the event one region cannot fill their allotted number, the unfilled slots will be offered to the other Region.

Upon approval of the final nomination list, the Region JAC Coordinator will make job commitments to the nominees, contingent upon receipt of the following pre-employment hiring documentation/processes:

- Physical Agility Test, if required
- Driver's License Requirement Check List
- Medical Examination, if required
- Background Certification Statement
- CAL FIRE 306 Apprentice Training Verification Form

If a candidate fails any portion of the pre-employment process, the Region JAC Coordinator will attempt to find another candidate for the course if time permits. The final list of all BFC students will be sent to the Academy by the Region JAC Coordinator ten days prior to the beginning of the class.

Upon receipt of nominations from both Regions, the assigned Academy Facilities Coordinator and BFC Course Coordinator work together to perform the following functions:

- Reviews the nomination document to ensure that all information has been provided by the Region JAC Coordinator.
- Verifies that the number of nominated students does not exceed the total class capacity.

- Ensures that the nominated students are scheduled for the proper courses according to the required training schedule in [Section 4162, Basic Fire Control Course](#).
- Notifies the Region JAC Coordinators of any discrepancies, and assists in working toward resolution of such discrepancies.
- Notifies Region JAC Coordinators and Statewide JAC Coordinator when the nomination lists are approved.
- Notifies Region JAC Coordinators and CFFJAC of any changes or amendments to the original roster.
- Distributes final Academy roster to Statewide JAC Coordinator, Region JAC Coordinator and CFFJAC.

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

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

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