

APPRENTICESHIP RULES AFFECTING PROMOTION **4181**
(No. 6 February 2007)

FIRE FIGHTER II **4181.1**
(No. 6 February 2007)

Fire Fighter II apprentices are granted journey-level status, after 36 months of service, successful completion of all required training, written examinations and manipulative skills identified in the 1st, 2nd and 3rd year Progress Notebooks.

Employees hired into the classification of FFII on a permanent basis are not required to complete the apprenticeship program in order to promote to the classification of FAE providing they are otherwise eligible.

FFII employees who promote to the classification of FAE after completing 31½ months performing the duties of the occupation and who have completed first, second and third-year syllabus training, as well as the written and performance exams, will be granted journey-level status as a FFII upon promotion to FAE.

Apprentice FFII's hired on or after February 26, 2001 who serve two or more years in the apprenticeship program and who complete all of the first and second-year FFII related and supplemental training shall be granted one year of credit toward completion of the FAE apprenticeship upon promotion to a FAE classification. This credit will only be granted one time, upon the initial signing of the FAE agreement. FAE apprentices are required to submit verification of FFII training for credit toward their FAE apprenticeship within 90 days of their promotion date in order to receive credit.

Employees shall also be granted credit for 40 of the required 144 hours of training listed in the first year FAE JAC syllabus. Subjects to be credited are noted in the syllabus with an asterisk. The remaining 104 hours of training (non-asterisked) in the first year FAE JAC syllabus must be completed in addition to the second and third-year training. The apprentice must also complete the first and final year examination and skills evaluation.

FIRE APPARATUS ENGINEER **4181.2**
(No. 6 February 2007)

FAE apprentices are granted journey-level status, after 36 months of service and successful completion of all required training; written examinations and manipulative skills identified in the 1st, 2nd and 3rd year Progress Notebooks; and successfully passing the third year final exam.

To allow for an early completion of apprenticeship due to a critical hiring need, a letter may be submitted by the Unit Chief through the CAL FIRE chain-of-command to the Statewide JAC Coordinator, who will forward the request to CFFJAC. The letter should contain the following:

- 1) Identification of the critical need,
- 2) Statement of the employee's exemplary performance,
- 3) Confirmation of 31-½ months apprenticeship in the appropriate classification,
- 4) Completion of all required apprenticeship training.

Employees hired into the classification of FAE on a permanent basis may not promote to the classification of Fire Captain (FC) until they have attained journey-level status as a FAE. Some exceptions apply in the cases of employees hired off the Open Fire Captain list or to an Out-of-Class Acting Fire Captain assignment.

Employees may be allowed to participate in the FC examination after 30 months as an apprentice FAE providing they are otherwise eligible to compete in the exam. Employees who are successful in the examination will have their names placed on the eligibility list; however, appointment to the FC class will be prohibited by way of a code placed next to the individual's name. Upon notice of attainment of journey-level status as a FAE, Human Resources, Examination Unit will remove the code on the certification list that prohibits appointment to the FC classification.

FIRE CAPTAIN

4181.3

(No. 6 February 2007)

FAE's that have been granted journey level status are eligible for promotion to Fire Captain.

Exceptions to promotion to Fire Captain prior to full eligibility may include:

- 1) Open Fire Captain List:

If accepting a Fire Captain position from the open exam list, the apprentice agreement is **terminated**.

- 2) TAU assignment

TAU's are determined on a case-by-case review at the Executive level, based on current eligibility requirements.

3) Out-of-Class Acting Fire Captain (FC) assignment

If accepting an Acting Fire Captain position for an out of class assignment, the apprentice agreement is **suspended**. The criteria for FAE work credit differs depending on whether the assignment was in a Fire Station or not. Duties outside those of an apprentice are reviewed on a case by case basis and must maintain training essential to the duties of a FAE.

The apprentice needs to sign the [Acknowledgement of JAC time in Suspension](#). The apprentice will be provided with the [Request for JAC Time Credit](#) and [Out of Class Criteria](#).

Working in a Fire Station

- After completion of the assignment, the apprentice may request credit for time served as an Out of Class Acting FC by completing the “Request for FAE Work Credit” form and submitting it through their Unit JAC Coordinator to SubJAC.
- An apprentice who works out-of-class as a Fire Captain **in a fire station assignment** can expect SubJAC to approve time spent as having met the work processes of a JAC FAE.

Not working in a Fire Station

- Assignments **other than fire stations**, such as ECC, Camp, Prevention, etc., will be reviewed on a case-by-case basis to determine that the employee has continued to develop and maintain essential FAE skills (work processes) during the acting Fire Captain assignment.
- SubJAC will credit the percentage of time developing and maintaining FAE work processes towards the Apprentice Agreement.

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

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

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