

CHANGES TO APPRENTICE STATUS

4186

(No. 6 February 2007)

The CFFJAC maintains the official record for each CAL FIRE apprentice. In the event a change occurs regarding an apprentice status, the CFFJAC must be notified using the CAL FIRE 305 Apprentice Status Form. Changes will be sent to the Region JAC Coordinator, who will forward the change to the Statewide JAC Coordinator who will notify CFFJAC. Typical personnel changes include: retirement, demotion, Unit transfer, limited-duty assignment lasting longer than three 28-day work periods, etc.

NOTE: If an employee's name changes, the apprentice must submit a letter to the Unit JAC Coordinator, who will forward it through the JAC system, notifying them of the name change and the reason for it. The letter must include the employee's original signature.

See [CAL FIRE 305 Apprentice Status Form](#)

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

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

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