

## **NEWLY HIRED FIRE CAPTAINS WHO HAVE NOT COMPLETED THE JAC PROGRAM**

**4189**

(No. 8 September 2008)

When CAL FIRE hires Fire Captains who have not completed the apprentice program, the Unit originating the hiring of the employee is responsible for ensuring that all outstanding training is completed within a twelve month period to meet the training equivalency.

The documentation of training will be as follows:

### **DOCUMENTING REQUIRED TRAINING**

**4189.1**

(No. 8 September 2008)

Upon completion of training, newly hired Fire Captains will submit [CALFIRE 304](#) CFFJAC Training Request Forms to the Unit Training Officer.

Once the employee has satisfied SubJAC training requirements, the Unit Training Officer must certify the completion by submitting a letter with appropriate documentation to the Statewide JAC Coordinator.

All outstanding training should be completed within 12-month period. Upon completion of training, copies of 304 training shall be submitted to Region JAC Coordinator with a letter of completion. The Region JAC Coordinator will forward the certification completion letter to the Statewide JAC Coordinator, who will notify SubJAC.

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

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