CALIFORNIA FIREFIGHTER
JOINT APPRENTICESHIP COMMITTEE

Training Coordinator
&
Instructor of Record
Handbook

2026

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CALIFORNIA FIREFIGHTER
JOINT APPRENTICESHIP COMMITTEE

Introduction

The California Firefighter Joint Apprenticeship Committee (Cal-JAC) is responsible for the administration of the Standards for the Cal-JAC Program. The Cal-JAC is sponsored by the California Office of the State Fire Marshal (OSFM) and California Professional Firefighters (CPF), AFL-CIO. The Committee is comprised of fourteen members: seven labor representatives and seven management representatives. Click here for a roster of the Cal-JAC team.

This handbook is an addendum to the California Firefighter Joint Apprenticeship Committee Rules and Regulations. As such, the material in this handbook is part of the Rules and Regulations.

This handbook presents an overview of apprenticeship training and the documentation necessary to satisfy the reporting requirements for state and federal apprenticeship, educational systems, and the Cal-JAC.

Goals

The goals of the Cal-JAC have remained the same since its inception:

1. Improve the quality of training for professional firefighters in the fire service throughout California;

2. Promote professional standards for the fire service; and

3. Recruit qualified candidates.

Each participating department, with the support of its union or association, subscribes to the Cal-JAC's programs through a Subscription Agreement.

Different types of training are conducted through the Cal-JAC; the most predominant is apprenticeship training. The apprenticeship program provides in-depth training for those newly hired or promoted within a subscribing department. Other types of training are made available for all personnel as resources allow.

When You Need to Contact Us

The Cal-JAC staff works with management and labor through the SubJAC to assist in the development and implementation of training plans and the documentation of related and supplemental instruction.

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DEPARTMENT RESPONSIBILITIES FOR APPRENTICE TRAINING

The Cal-JAC policy is to keep procedures as simple as possible and at the same time comply with all state and federal laws and regulations governing apprenticeship. The following sections cover the responsibilities of local department personnel in implementing the apprenticeship program.

SubJAC

The SubJAC is composed of an equal number of members from management and labor. The management members are appointed by the Fire Chief and the labor members are appointed by the Local President. Forms for appointing new members are available on the Cal-JAC website at the following links:
Management Appointment Form
Labor Appointment Form

The SubJAC is responsible to:

A. Design and approve department specific apprentice training plans that meet or exceed minimum training standards for the department's apprentice occupations;

B. Review apprentice records, upon request, to determine education and/or experience credit;

C. Recommend improvements in the apprenticeship program;

D. Hear apprentice complaints and appeals as specified in the Cal-JAC Rules and Regulations; and

E. Hold regular meetings (at least one per year)

Instructor of Record

The Instructor of Record is the training officer, or other qualified person, designated by the department to assure the accuracy and validity of the training hours submitted for funding.

The Instructor of Record is responsible to:

A. Hold or apply for an appropriate credential (contact the Cal-JAC office to request an application package);

B. Assure the accuracy and validity of the training conducted and the training records submitted to the Cal-JAC;

C. Maintain original documentation of apprentice training;

D. Provide documentation and verification for program self-assessments;

E. Review and maintain progress reports as well as work evaluations concerning apprentices;

F. Periodically review work, drill, and training progress of apprentices with supervisors/instructors;

G. Assure each apprentice receives the required related and supplemental instruction and the variety of work assignments needed to ensure training is provided in all aspects of the occupation, and that the apprenticeship program is completed in a timely manner;

H. Assure that apprentices complete their program in a timely manner;

I. Verify journey person certification requirements are met (see page 10).

Instructor of Record Credential

The Instructor of Record must either hold a current and valid California Teaching Credential or meet the requirements of one of the tracks below.

Track A

1. Possess of an Associate Degree
2. Minimum of four years of fire service occupational experience
3. Fire Instructor Training
    a. Fire Instructor 1A, 1B, 2C -OR-
    b. Training Instructor 1A, 1B, 1C -OR-
    c. Fire/Training Instructor 1A, 1B and Instructor II (*Released Jan 2017*) -OR-
    d. Instructor I and II (*Released Jan 2017*)
4. Live Scan for employment with current department
5. Attend the 4-hour Cal-JAC Instructor or Record workshop.
6. All requirements need to be met within 12 months.

Track B

1. Journey certificate as either a Firefighter, Firefighter EMT, Firefighter Paramedic, Fire Engineer or Fire Officer
2. Minimum of six years of fire service occupational experience
3. Minimum of 12 semester units of college level course work

4. Fire Instructor Training
    a. Fire Instructor 1A, 1B, 2C -OR-
    b. Training Instructor 1A, 1B, 1C -OR-
    c. Fire/Training Instructor 1A, 1B and Instructor II (*Released Jan 2017*) -OR-
    d. Instructor I and II (*Released Jan 2017*)
5. Live Scan for employment with current department
6. Attend the 4-hour Cal-JAC Instructor or Record workshop.
7. All requirements need to be met within 12 months.

Track C

Commission on Teacher Credentialing Adult Education Credential

Note: The Cal-JAC processes all paperwork and pays any fees associated with the Adult Education Credential

1. JAC Form
2. Application
3. Professional Fitness Form
4. Livescan
5. Verification of Employment Letter
6. Copy of a High School Diploma or official transcripts for an Associate, Baccalaureate or Master's Degree
7. EMT Certificate or Paramedic License or completion of a health class
8. Proof of completion of a U.S. Constitution class
9. Nutrition Class
10. Fire Instructor Training
    a. Fire Instructor 1A, 1B, 2C -OR-
    b. Training Instructor 1A, 1B, 1C -OR-
    c. Fire/Training Instructor 1A, 1B and Instructor II (*Released Jan 2017*) -OR-
    d. Instructor I and II (*Released Jan 2017*)
11. Attend the 4-hour Cal-JAC Instructor or Record workshop within 12 months of appointment to the position

Training Coordinator

The Training Coordinator is designated by the department as the primary point of contact with the Cal-JAC for the day-to-day coordination of apprentice records and attendance reporting. The Training Coordinator and the Instructor of Record may be the same individual.

The Training Coordinator acts as a liaison with the Cal-JAC and is responsible to:

A. Submit all apprentice documentation required by the Cal-JAC, including but not limited to:

- Request for Apprentice Agreements
- Monthly Training Reports
- Changes in Apprentice Status
- Journey Level Verification

B. Provide updates to the Cal-JAC regarding department changes. The following can be reported on the Change in Department Personnel form

- New Fire Chief or Labor President
- New Instructor of Record or Training Coordinator
- New Addresses, phone numbers, or emails

C. Provide additional periodic updates to the Cal-JAC, such as

- Wage and benefit changes
- New MOU/CBAs

D. In coordination with the Cal-JAC, endeavor to solve any problems or answer any questions that may arise.

Supervisors and Instructors

A Supervisor or Instructor is an individual who qualifies as a journeyperson in a specific occupation and provides supervised work experience, training assignments and instruction to apprentices. A Supervisor or Instructor is responsible to:

A. Assist the apprentice in the completion of training, study, and performance of assignments required by the objectives of the of the training plan;

B. Verify satisfactory completion of required knowledge and performance objectives;

C. Periodically administer written and/or oral quizzes and performance demonstrations to determine apprentice progress and maintain progress reports according to department procedures;

D. Assure the apprentice receives the variety of work assignments that exposes them to all aspects of the occupation and that are necessary to ensure completion of the apprenticeship program in a timely manner;

Apprentice

Each apprentice is responsible to:

A. Diligently apply themself to the completion of their apprenticeship and to perform all work and training assignments satisfactorily;

B. Complete monthly training reports in accordance with department procedures;

C. Per department procedure, maintain a personal training record which contains a listing of each performance objective required during a specific training period;

D. Obtain reviews and approval from the respective supervisor or instructor as each performance and knowledge objective is satisfactorily completed;

E. Submit the completed training record according to department procedures;

F. Follow rules, regulations, and procedures of the individual employer;

G. Attend academy as well as related and supplemental training as required for the occupation;

H. Develop safe working habits and act in such a manner as to assure personal safety and the safety of fellow workers;

I. Report to the SubJAC whenever the individual employer is unable or does not provide the necessary and required on-the-job or related and supplemental instruction hours in accordance with the work processes and training schedule for the apprentice’s occupation.

ADMINISTRATIVE PROCEDURES

Government programs that provide funding have certain documentation and administrative requirements that must be met. Apprenticeship is no exception. The administrative requirements of state and federal apprenticeship, educational systems, and the California Firefighter Joint Apprenticeship Committee are provided below.

Apprentice Agreements

Apprentice agreements are the foundation of the documentation required to receive funding for training. No training can be submitted for reimbursement unless a complete agreement has been executed.

How to Request Apprentice Agreements

To initiate agreements, provide the required information by using the Request for Apprentice Agreements form provided on the Cal-JAC website. Because time is an important factor, it is suggested that completed forms be emailed to: caljac@cpf.org or faxed to the Cal-JAC at (916) 922-0972.

After receipt of the Request for Apprentice Agreements, the Cal-JAC will return agreements to the department for completion and signatures.

How to Complete and Return Apprentice Agreements

The Division of Apprenticeship Standards (DAS), under the Department of Industrial Relations, requires Apprentice Agreements to be received in their office 30 days from the beginning of the term of apprenticeship. Delays in returning agreements may result in loss of funding.

The Cal-JAC generates agreements from information supplied on the Request for Apprentice Agreements form. Agreements will be emailed to the department and any highlighted items that are not completed will need to be completed by the apprentice or department, whichever is applicable. Please note that the Apprentice ID# will be in the upper left-hand corner of the agreement. This number will be used for sending monthly hours and for other necessary reporting. The department Training Coordinator will scan and email the completed agreement back to the Cal-JAC and the department should keep a copy on file.

Change in Apprentice Status

If an apprentice changes employment status (i.e. promotion, transfer, resignation, retirement, or termination), please use the Change in Apprentice Status form to notify the Cal-JAC as soon as possible.

Apprentice Wage and Benefit Information

State regulations require wage and benefit data to be submitted for each apprentice occupation from each participating fire department. When salaries or benefits change, revisions must be submitted to Cal-JAC. Departments can use the Apprentice Wage and Benefit form to send updates to the Cal-JAC and follow the example at the top of the form.

Program Self Assessments/Audits

The Cal-JAC apprenticeship training program is approved and authorized by state and federal laws and regulations. Reimbursement for the training of apprentices comes from the State of California. As such, recipients of that funding are subject to review and audit by the Division of Apprenticeship Standards, the California Department of Education, and other state agencies that review funding for state sponsored programs such as the Department of Finance, the State Controller, and the California Legislature.

The Cal-JAC periodically requests participating fire departments to conduct a self-assessment of their apprenticeship training program. The primary purpose of this process is to verify that the program is in compliance with apprenticeship program requirements and to maximize allowable reimbursement. The Cal-JAC may also conduct on site reviews, as necessary.

Completing the self-assessment will guide the Training Coordinator and the Instructor of Record in administering the apprenticeship program and will result in essential compliance with statutes and regulations as well as Cal-JAC policies and procedures that govern the firefighter apprenticeship program.

It is the responsibility of the Instructor of Record to maintain and provide documentation or verification needed for self-assessments or audits. Such documentation may include electronic records, station logs, class rosters, etc. The Cal-JAC will provide additional information on the self-assessment process when a department is asked to complete one.

The philosophy of the Cal-JAC is to provide whatever assistance is necessary to help participating fire departments develop, manage, and maintain an outstanding apprenticeship program.

Journeyperson Certification

The Cal-JAC will notify departments regarding journeyperson verification. This notification will list the apprentices who have completed or are near completion of the minimum apprenticeship requirements.

Upon receipt, the Instructor of Record reviews each apprentice's occupational experience (work processes), required hours of related and supplemental instruction, and if applicable, journey level tests for satisfactory completion. If all requirements are met, the Instructor of Record signs the journey level report and returns it to the Cal-JAC. If any apprentice has not met the requirements, the information can be noted on the report and returned to the Cal-JAC; that apprentice will be included on the next journey level report.

When the journeyperson report is returned from the department, the documentation to complete apprenticeship will be processed and the journeyperson certificates will be mailed to the department for presentation.

Veteran's Benefits

The Cal-JAC apprenticeship training program is approved by the Veterans Administration (VA), and apprentices who are military veterans may be eligible to receive benefits. Eligibility is determined by the VA and benefits may only be paid for the term of apprenticeship or until eligibility ceases, whichever occurs first.

Apprentices interested in applying for VA benefits should contact the Cal-JAC office, **not** the Veteran's Administration. Information will be emailed to the apprentice by the Cal-JAC, and all applicable paperwork must be completed and returned to the Cal-JAC office for processing.

Any veteran receiving benefits as an apprentice through the Cal-JAC must comply with VA reporting requirements. For each month that benefits are claimed, the apprentice must send official verification of base salary, number of hours worked, and documentation of training for that period to the Cal-JAC.

Please Note: Only personnel designated by VA can certify enrollment and monthly verification forms. The certifying official is the Cal-JAC. Department personnel are not authorized to sign any VA documentation.

Additional information, along with a list of frequently asked questions, is available on our website.

Confidential Data

It is the policy of the Cal-JAC, and in most cases the law, that specific information is confidential, and the Cal-JAC safeguards privacy information to the extent allowed by law. Only authorized personnel will have access to an apprentice's confidential information.

All individual personnel records are confidential. This includes personal information such as address, social security number, pre-employment clearance data, individual training records, transcripts, grades, and any other personal data. Only personnel specifically approved by the Fire Chief, such as the Training Coordinator or Instructor of Record, should have access to this information.

Records Retention

Complete training records pertaining to academy, related and supplemental instruction, and work processes for each apprentice must be maintained by the local fire department. The purpose of these records is to determine apprentice progress, and to document the training completed and the satisfactory performance of minimum knowledge and skill levels required to achieve journeyperson recognition. Such records must cover the period from the date of entry through completion of the apprenticeship program.

As a general rule, training records that document training hours submitted to the Cal-JAC for reimbursement must be maintained for a period of at least **five years** from the date of the last official action. If you have any questions, please contact the Cal-JAC office.

APPRENTICE TRAINING PLANS

The SubJAC is responsible for developing or adopting training plans for all department apprentice occupations. Training plans include academy training, work processes, and related and supplemental instruction.

The minimum standards for apprentice training programs are established by the Cal-JAC Statewide Committee and are based on State Board of Fire Services (SBFS) and the California Emergency Medical Services Authority (EMSA) recommended training standards.

There are three types of training referred to in apprenticeship:

Academy Training: This term refers to basic intensified instruction and drill ground training taught by a qualified instructor to prepare an apprentice to begin the work processes for a specific occupation.

Academy instruction will be the portion of the recommended training standards for a specified occupation as noted in the Cal-JAC Rules and Regulations, or an equivalent curriculum. As an example, academy training for firefighter apprentices encompasses the training standards for SBFS Fire Fighter I and Fire Fighter II.

Note: Departments that make substantial changes to the SBFS curriculum must submit a copy of those changes to the Cal-JAC for approval.

At a minimum that curriculum must contain:

A. Course outlines;
B. Performance objectives;
C. Time frames;
D. Reference materials; and
E. Evaluation methods.

Departments using SBFS materials or minimally modified SBFS materials need not submit copies of lesson plans to the Cal-JAC.

Academy instruction is usually delivered in a single concentrated format for the number of hours required to cover the subject areas. If necessary, academy training may be delivered in more than one segment during the first year of apprenticeship. Academy training can be reported for reimbursement to the Cal-JAC if not reported through any other educational entity.

Work Processes (On-The-Job-Training): This term is used in the apprenticeship community to define the planned on-the-job training that apprentices must complete to become a journey person in a specific occupation. Supervised on-the-job-training is the normal everyday work done by an

apprentice during a specified apprenticeship period. **These hours are not reimbursable and should not be reported on the monthly submissions to the Cal-JAC**. For example, teaching an apprentice to use any required equipment is related and supplemental instruction. When the apprentice utilizes that equipment on an incident, it is work processes. No additional formal curriculum is needed. The Cal-JAC Standards provide the guidelines for this type of training and the department must have a means of documenting the completion of this training.

Documentation of work processes can be accomplished through standard department procedures. There is no requirement to submit regular reports of completed work processes, but this information is subject to review by the Cal-JAC and the Department of Industrial Relations, Division of Apprenticeship Standards (DAS), or the federal Office of Apprenticeship (OA).

Related and Supplemental Instruction (RSI): This term is used by educators in the apprenticeship community to refer to the on-going formal training and supervised study received by an apprentice while on duty. It is directly related to the occupation and is taught by a department approved instructor. RSI enhances and supplements basic knowledge and assists an apprentice in improving their skills in the occupation. This planned training is reported and may be reimbursed through the Cal-JAC.

Training conducted through a Community College may be considered for completion of apprentice training requirements but is NOT reimbursable by the Cal-JAC. All training must be coded according to the instructions in the Cal-JAC Training Reporting Handbook.

Training plans and curriculum for RSI must provide a minimum of 144 hours of instruction per year, per apprentice, for each year of apprenticeship.

If you have any questions regarding reporting requirements, please contact the Cal-JAC office.

Apprentice Training Record

Each department should develop an apprentice training record to keep track of the types of training completed by an apprentice. This training record should provide direction for and define the content of the skills and knowledge requirements for each year of apprenticeship.

Tasks and training should be signed off by the supervisor/instructor as they are completed. This becomes a permanent record of completion and can be kept in the apprentice's training or personnel file.

When audits occur, these records provide documentation of the apprentice's progress.

Monthly Training Reports

Training hours must be submitted each month for the academy and related and supplemental instruction received by each apprentice (see Training Reporting Instructions Handbook). These reports are used to track the apprentice's hourly progress to journey level and to satisfy the attendance requirements of the educational institutions.

The Training Coordinator is responsible for submitting the monthly training reports to the Cal-JAC. **Monthly reports should be sent no later than the 10th day of the month following the reporting month**. For example, reports for training completed in January should be submitted to the Cal-JAC office no later than February 10th and should be submitted electronically to jacdata@cpf.org.

The fiscal year runs from July 1 to June 30. **The final filing date for training done in the fiscal year is usually July 10 following the end of the fiscal year.** Reports submitted after that date cannot be guaranteed funding, but apprentices will be given credit for the training completed.

GLOSSARY OF TERMS

Apprentice - an individual who has signed an apprentice agreement and is registered with the California Division of Apprenticeship Standards (DAS) or the Federal Office of Apprenticeship (OA) to be trained to become a journeyperson in conformity with the Cal-JAC Standards.

Apprentice Agreement - a written agreement between the apprentice, the Cal-JAC, and the employer which is registered on the California DAS Form 1 and the Federal OA Form ETA 671.

Instructor of Record - the Training Officer or other qualified person designated by the department to be responsible for the accuracy, quality, and validity of apprentice training, and for the accuracy of attendance and training records. When audits occur, the Instructor of Record is responsible to produce the required documentation.

Journeyperson - an individual who has been an apprentice and has successfully completed all requirements and been awarded journey level status, or an individual, who by virtue of experience and training, is considered equivalent to journey level.

Journeyperson Certificate - the document issued to an apprentice who has successfully completed their apprenticeship program and is awarded journeyperson status.

SubJAC - a committee composed of an equal number of representatives of an individual employer, and of an individual union. The SubJAC acts on behalf of the Cal-JAC on matters affecting apprentices of an individual employer. Such actions are subject to approval, modification, or reversal by the Cal-JAC.

Supervisor/Instructor - an individual who qualifies as a journeyperson in a specific occupation and is responsible for the work and training assignments of apprentices under the direction of the Instructor of Record and SubJAC according to department procedures.

Training Coordinator - is the person designated by the department as the primary contact with the Cal-JAC for the day-to-day coordination of apprentice records and attendance reporting.

Training Record - is the electronic or paper record an apprentice maintains to document their training in all the subject areas related to the occupation.