HOW TO INITIATE APPRENTICE AGREEMENTS

The Cal-JAC is introducing a new way to enroll apprentices. This guide will outline how a department Training Coordinator or authorized individual can direct an apprentice to complete an online apprentice agreement submission. This approach will be phasing out the Request for Apprentice Agreement form and the physical copy of the apprentice agreement.

Here are the steps for the new process:

1. Provide the newly hired or recently promoted apprentice the Apprentice Agreement Application URL for your department i.e. : “forms.caljac.org/“department name”-intake
   a. The above URL will be provided to your department. If you are unsure of your department URL please contact jacdata@cpf.org
2. Below is an example of the online apprentice agreement application form. This form will be specific to your department.

![Apprentice Agreement Application Form](image)

3. The apprentice will submit the required information to generate an agreement for the Division of Apprentice Standards and provide their signature at the bottom.
4. Once the apprentices have used the application form, the Cal-JAC will send an email to the Training Coordinator or authorized individual with information from the apprentice agreement submissions in an Excel spreadsheet, as shown in the following example:
5. The excel spreadsheet attached in the email will contain the apprentice agreement submissions along with any notes left by the Cal-JAC for apprentice agreement verification.

6. Verify each apprentice’s occupation and start date. This step is very important.

7. Use the “Training Coordinator Notes” column to notate any changes to be made to the apprentice agreement before the agreement is sent to the Division of Apprentice Standards:
   a. An example would be: “update start date to ###/###/####” or “Change occupation to Firefighter Paramedic.”
   b. If an apprentice is unresponsive to verifying the changes to be made to the apprentice agreement, leave a note in the Training Coordinator column saying “Pending Verification”.
   c. See example below.
8. Save the Training Coordinator spreadsheet with the changes that were made, then open the link in the email that was sent, which will allow you to upload the completed Training Coordinator spreadsheet.

After verifying that the information is accurate, and making note of any corrections needed, please upload the completed spreadsheet and sign off here. Please feel free to call or reach out with any questions.

9. The URL will direct to the Training Coordinator Sign Off form. This is where the Training Coordinator will fill out the form, upload the Training Coordinator spreadsheet and provide a signature for the apprentices listed.

10. The Cal-JAC Apprentice Coordinator will register these apprentices with the Division of Apprentice Standards. A follow up report will be sent to the department with the apprentice agreement information, including the JAC ID #, to begin submitting training hours to the Cal-JAC.