

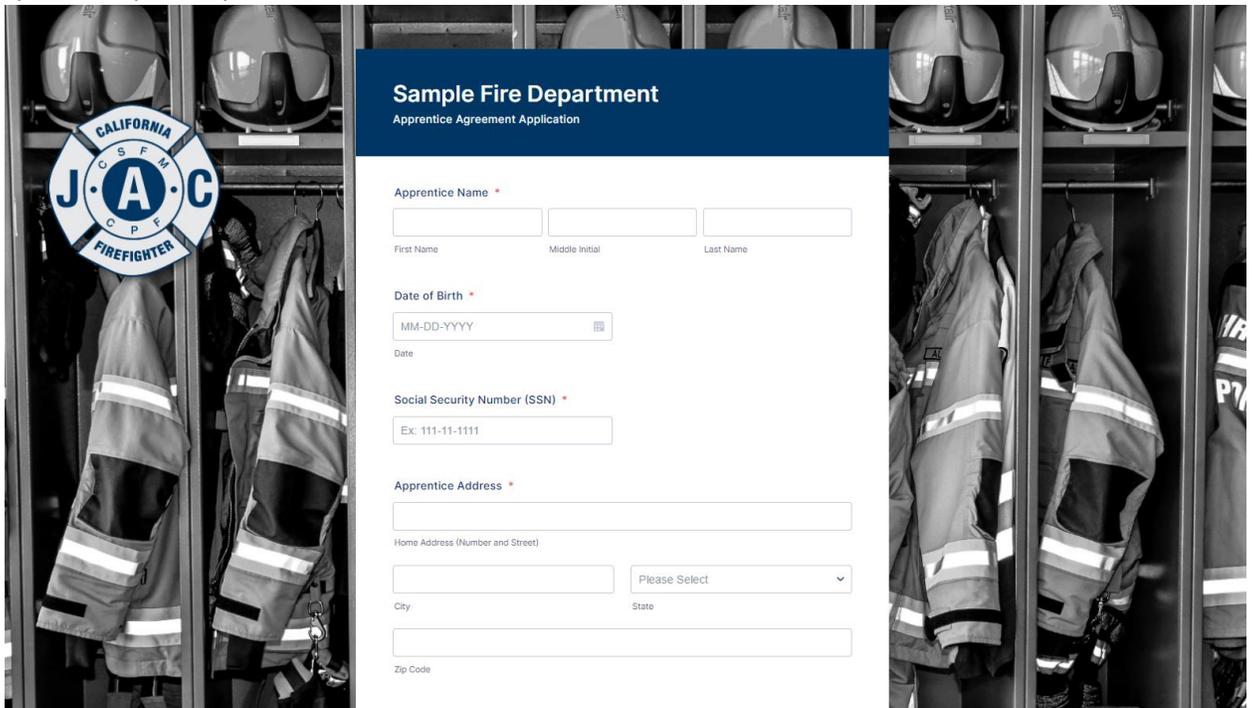
CALIFORNIA FIREFIGHTER JOINT APPRENTICESHIP COMMITTEE

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.



Sample Fire Department
Apprentice Agreement Application

Apprentice Name *

First Name Middle Initial Last Name

Date of Birth *

MM-DD-YYYY

Date

Social Security Number (SSN) *

Ex: 111-11-1111

Apprentice Address *

Home Address (Number and Street)

City State

Zip Code

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:

Hi Training Coordinator,

Please see the attached spreadsheet with requests for apprentice agreements received from your department. I've left comments for your review under the "JAC Notes" column based off of the submission info we've received. Please verify and let me know if any changes that need to be made specifically to the occupation and occupation start date. If any corrections are needed, you can note this in the Training Coordinator notes column.

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.

Best,

- 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.

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Middle Initial	Date of Birth	Gender	Occupatin	Occupation Start Date	JAC Notes	Training Coordinator Notes
2	Wayne	Jerrold	E	3/11/1970	Male	Firefighter EMT	06-14-2021		
3	Virgil	Lucio	C	3/12/1970	Male	Firefighter EMT	06-14-2021		
4	Nicolas	Odis	A	3/13/1970	Male	Firefighter EMT	06-14-2021		
5	Armand	Trinidad	E	3/14/1970	Male	Fire Fighter Paramedic	06-14-2021		
6	Bennie	Derek	A	3/15/1970	Male	Fire Fighter Paramedic	06-14-2021	Check Occupation	
7	Linwood	Mose	D	3/16/1970	Male	Fire Fighter Paramedic	06-14-2021		
8	Clayton	Alfredo	B	3/17/1970	Male	Fire Fighter Paramedic	06-14-2021		
9	Teodoro	Tina		3/18/1970	Female	Fire Fighter Paramedic	06-14-2021		
10	Amado	Clint	M	3/19/1970	Male	Fire Fighter Paramedic	06-14-2021		
11	Trinidad	Hal	P	3/20/1970	Male	Fire Fighter Paramedic	06-14-2021		
12	Jame	Kenny		3/21/1970	Male	Fire Fighter Paramedic	06-14-2021		
13	Bradford	Rayford		3/22/1970	Male	Fire Fighter Paramedic	06-14-2021	Please Confirm Start Date	
14	Jude	Erasmio	H	3/23/1970	Male	Firefighter EMT	06-14-2021	Check Occupation	
15	Walker	Andy	M	3/24/1970	Male	Fire Fighter Paramedic	06-14-2021		
16	Tom	Isaiah	S	3/25/1970	Male	Firefighter EMT	06-14-2021	Dept. address used. Please provide home address	
17	Rick	Elisha	T	3/26/1970	Male	Fire Fighter Paramedic	06-14-2021		
18	Reynaldo	Dexter	G	3/27/1970	Male	Fire Suppression Technician	6-15-2021		
19	Errol	Salvatore	J	3/28/1970	Male	Fire Engineer	06-01-2021		
20	Jewel	Irvin	B	3/29/1970	Male	Firefighter EMT	06-14-2021		
21									

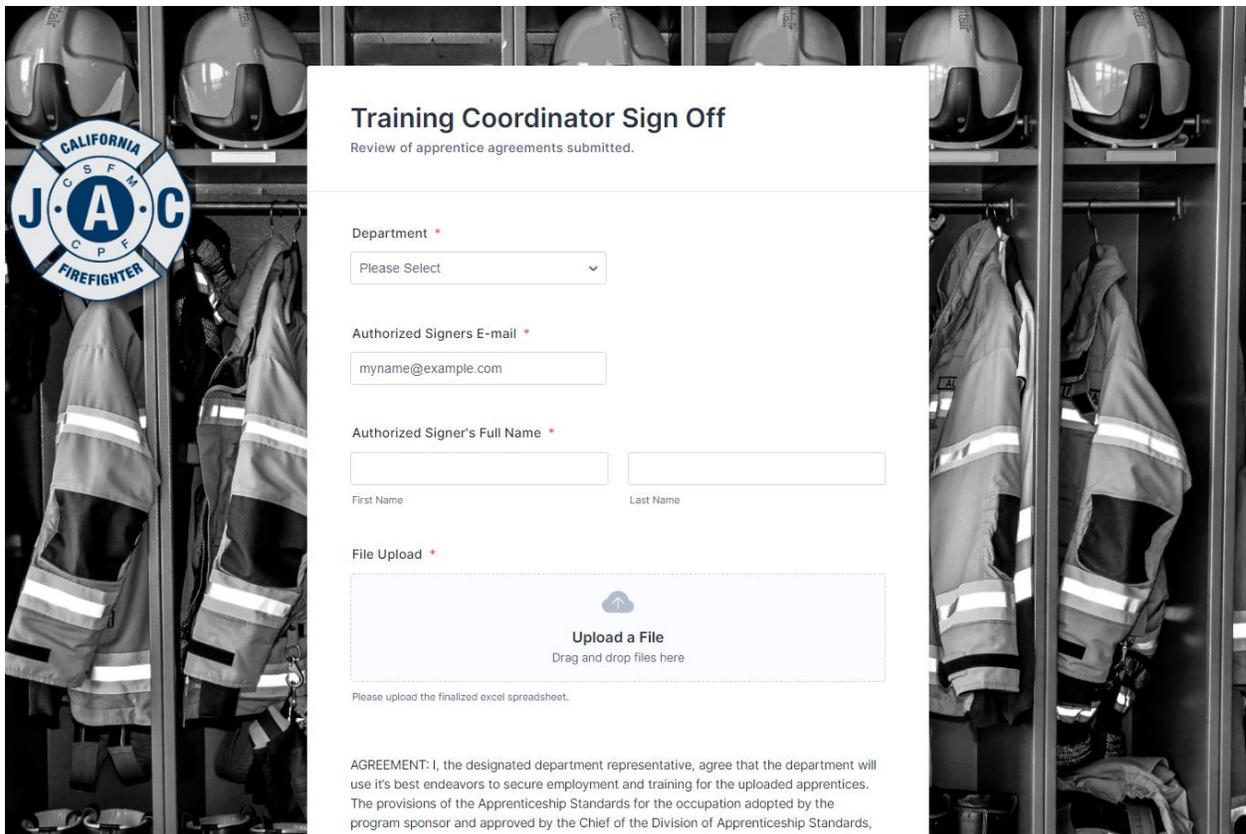
- Verify each apprentice's occupation and start date. This step is very important.
- Use the "Training Coordinator Notes" column to notate any changes to be made to the apprentice agreement before the agreement is sent to the Division of Apprentice Standards:
 - An example would be: "update start date to ##/##/####" or "Change occupation to Firefighter Paramedic."
 - 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".
 - See example below.

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Middle Initial	Date of Birth	Gender	Occupatin	Occupation Start Date	JAC Notes	Training Coordinator Notes
2	Wayne	Jerrold	E	3/11/1970	Male	Firefighter EMT	06-14-2021		
3	Virgil	Lucio	C	3/12/1970	Male	Firefighter EMT	06-14-2021		
4	Nicolas	Odis	A	3/13/1970	Male	Firefighter EMT	06-14-2021		Should have a start date of 05/01/2021
5	Armand	Trinidad	E	3/14/1970	Male	Fire Fighter Paramedic	06-14-2021		
6	Bennie	Derek	A	3/15/1970	Male	Fire Fighter Paramedic	06-14-2021	Check Occupation	Correct Occupation
7	Linwood	Mose	D	3/16/1970	Male	Fire Fighter Paramedic	06-14-2021		
8	Clayton	Alfredo	B	3/17/1970	Male	Fire Fighter Paramedic	06-14-2021		
9	Teodoro	Tina		3/18/1970	Female	Fire Fighter Paramedic	06-14-2021		
10	Amado	Clint	M	3/19/1970	Male	Fire Fighter Paramedic	06-14-2021		
11	Trinidad	Hal	P	3/20/1970	Male	Fire Fighter Paramedic	06-14-2021		
12	Jame	Kenny		3/21/1970	Male	Fire Fighter Paramedic	06-14-2021		
13	Bradford	Rayford		3/22/1970	Male	Fire Fighter Paramedic	06-14-2021	Please Confirm Start Date	Should have a start date of 05/01/2021
14	Jude	Erasmio	H	3/23/1970	Male	Firefighter EMT	06-14-2021	Check Occupation	Correct Occupation
15	Walker	Andy	M	3/24/1970	Male	Fire Fighter Paramedic	06-14-2021		
16	Tom	Isaiah	S	3/25/1970	Male	Firefighter EMT	06-14-2021	Dept. address used. Please provide home address	Pending Verification
17	Rick	Elisha	T	3/26/1970	Male	Fire Fighter Paramedic	06-14-2021		
18	Reynaldo	Dexter	G	3/27/1970	Male	Fire Suppression Technician	6-15-2021		
19	Errol	Salvatore	J	3/28/1970	Male	Fire Engineer	06-01-2021		
20	Jewel	Irvin	B	3/29/1970	Male	Firefighter EMT	06-14-2021		Change Occupation to Firefighter Paramedic

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 Apprenticeship 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.



Training Coordinator Sign Off
Review of apprentice agreements submitted.

Department *

Authorized Signers E-mail *

Authorized Signer's Full Name *

First Name Last Name

File Upload *

Drag and drop files here

Please upload the finalized excel spreadsheet.

AGREEMENT: I, the designated department representative, agree that the department will use its best endeavors to secure employment and training for the uploaded apprentices. The provisions of the Apprenticeship Standards for the occupation adopted by the program sponsor and approved by the Chief of the Division of Apprenticeship Standards,