



**INSTRUCTIONS**

<p><b>REPORT FOR MONTH &amp; YEAR</b></p> <p>Enter the month and year in which the training was completed. Do not put multiple months on one form.</p>
<p><b>NAME</b></p> <p>Last Name, First Name. If name has changed since last report, check box, and also notify Regional JAC Coordinator.</p>
<p><b>JAC ID</b></p> <p>Enter JAC ID (if unavailable enter last four digits of Social Security Number)</p>
<p><b>UNIT</b></p> <p>Enter Unit name.</p>
<p><b>JOB CLASS</b></p> <p>Enter Firefighter II, Fire Apparatus Engineer, etc. (May abbreviate: FF II, FAE, etc.)</p>
<p><b>JAC APPT. DATE</b></p> <p>Enter date of appointment to current Apprenticeship.</p>
<p><b>YEAR IN APPRENTICESHIP</b></p> <p>Enter Year 1, Year 2, or Year 3 based on date of current JAC appointment.</p>
<p><b>DATE OF TRAINING</b></p> <p>Enter day of month training was received. Hours for courses lasting multiple days must be broken down and each day entered individually. Multiple subjects on the same day must also be entered on separate lines. Do not include more than one month of training on a single form.</p>
<p><b>AMENDED</b> Check this box if any information on this line was changed or updated</p>
<p><b>JAC CODE</b></p> <p>Enter the 4 digit JAC code for the training course or subject completed. Enter a single letter in each box.  <b>NOTE:</b> When training is received at a college the JAC Code must be modified to include the letter "G" in the shaded column in place of the regular letter.</p> <p><b>SUBSTITUTE TRAINING</b></p> <p>If an apprentice has satisfied a JAC training requirement within the last 5 years, he/she may be approved to replace the required training with a course from the "Substitute Training" list. The substituted training must be equal to or greater than the length of the required training course. When documenting a substituted course on this form, the apprentice <b>MUST</b> enter the JAC code for the required training (in other words the course he/she has already taken). In the "Course Name" column of the form, enter the course name of the substituted training. Example: If an apprentice has already attended Equal Employment Opportunity (JABC) and has been approved to substitute training, he/she will enter "JABC" in the "JAC Code" column and note in the "Course Name" column: Substituted with "<u>name of course</u>".</p>
<p><b>JAC HOURS – REGULAR</b></p> <p>Enter hours of JAC related training NOT received through a college.</p>
<p><b>JAC HOURS – COLLEGE</b></p> <p>Enter hours of JAC related training received at a class sponsored through a college.  * Apprentices are limited to 70 hours of college sponsored training per year.</p>
<p><b>YEAR OF TRAINING</b></p> <p>Enter year of syllabus year of training (1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>)</p>
<p><b>TOTAL JAC HOURS</b></p> <p>Enter sum of both REGULAR and COLLEGE training hours. DO NOT include NON-JAC hours.</p>
<p><b>COURSE NAME OR SUBJECT and OTHER REMARKS</b></p> <p>Enter the name of the course or training subject. For <b>Elective</b> training; enter the name of course or training followed by the words: <i>elective training</i>. Example: "<u>name of course</u>"-elective training.</p>
<p><b>REPORT VERIFICATION</b></p> <p>The employee and employee's immediate supervisor shall sign on the appropriate lines to verify accuracy of training reported <b>and that training occurred while on duty</b>. The Unit Instructor of Record shall sign on the appropriate line to verify completeness and accuracy of the report. If the immediate Supervisor and the Unit Instructor of Record is the same person, that person shall sign both lines.</p>