



<b>General Order Number:</b> 04-07	<b>Effective Date:</b> January 2010
<b>Division:</b> Education and Training	
<b>Chapter:</b> Fire Fighter/Medic Joint Apprenticeship Training Program	
<b>By Order of the Fire Chief:</b> Marc S. Bashoor	<b>Revision Date:</b> N/A

**POLICY**

It shall be the policy of the Prince George's County Fire/EMS Department to guide uniformed career Fire Fighter/Medics through an apprenticeship process which satisfies the performance requirements for the Joint Apprenticeship Training Commission certification.

**DEFINITIONS**

**Joint Apprenticeship Training Commission (JATC)** – a 36 month program that requires the individual to demonstrate skill proficiency of job performance requirements (JPR's) listed in NFPA 1001 Fire Fighter I & II and sections of NFPA 1002 Fire Apparatus Driver Operator.

**Joint Apprenticeship Training Commission Coordinator** – A representative from the Fire/EMS Training Academy that serves as the liaison between the Maryland Department of Labor, Licensing, and Regulation and individuals enrolled in the JATC Program. The Coordinator is responsible for updating the JATC book as needed.

**PROCEDURES / RESPONSIBILITIES**

**1. Application**

All uniformed career personnel are required to participate in the JATC program. Personnel who fail to meet the requirements of this program are subject to the disciplinary actions as specified within County Personnel Law.

If an apprentice is promoted to a rank above Fire Fighter/Medic, he/she will still be required to meet the requirements of the Joint Apprenticeship Training Program.

**Training Requirements**

Each Fire Fighter/Medic apprentice shall participate for the given periods of time in the following aspects of Fire/EMS Department operations:

- Recruit Training School – 4 months
- Special Service (Truck Company / Squad Company, or any combination) – 12 months
- Engine Company – 12 months
- Ambulance – 9 months

The above field elements may be concurrent and represent the minimum amounts of time to complete the experience requirements of the Apprenticeship Training Program.



## **2. Responsibilities**

### **Fire/EMS Training Academy**

It shall be the responsibility of the Fire/EMS Training Academy to designate a JATC Coordinator. The JATC Coordinator shall administer the program as specified within the guidelines of the National Apprenticeship and Training Standards.

All completed JATC forms are to be submitted to the Fire/EMS Training Academy JATC Coordinator.

The JATC Coordinator shall periodically review the progress of each apprentice and make appropriate recommendations.

It shall be the responsibility of the JATC Coordinator to forward all completed JATC documents to the Maryland State Department of Labor

### **Battalion Chief**

Coordinate the assignment of apprentice Fire Fighter/Medics to specific stations to satisfy the training requirements.

Must ensure that the station officer is conducting the appropriate in-station training.

Shall meet periodically with the station officer and apprentice Fire Fighter/Medic to discuss and evaluate progress.

Forward any required documentation to the Fire/EMS Training Academy, JATC Coordinator.

### **Station Officer**

Shall ensure that apprentice Fire Fighter/Medic has appropriate materials and training sessions necessary to complete the JATC program.

Shall keep the Battalion Chief informed of the apprentice Fire Fighter/Medics training progress.

On a monthly basis, the station officer shall schedule a meeting with the apprentice to discuss the JATC completion process.

### **Apprentice Fire Fighter/Medic**

Shall meet with the station officer on a monthly basis to discuss the JATC completion process.

Is responsible for maintaining all documentation of training during the JATC process.



## **REFERENCES**

Maryland Apprenticeship and Training Council  
100 N. Eutaw Street, Room 606  
Baltimore, MD 21201

NFPA 1001, Fire Fighter I and II

NFPA 1002, Fire Apparatus Driver Operator

## **FORMS / ATTACHMENTS**

Current Career Recruit School Manual