



Frequently Asked Questions about using TargetSafety's PreventionLink to Deliver and Track CFFJAC Training

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What is CFFJAC and how do I learn more about the program?

The California Fire Fighter Joint Apprenticeship Committee (CFFJAC) is an apprenticeship training program encompassing nearly all paid occupations found in the California Fire Service. With more than 100 participating departments and nearly 6,500 active apprentices, the CFFJAC is widely recognized as a model apprenticeship program in California and a national standard for cooperative labor-management fire service training. It is a "joint" apprenticeship program because it is supported by both management and labor organizations. The CFFJAC is co-sponsored by the Office of the California State Fire Marshal representing management and the California Professional Firefighters, AFL-CIO representing labor. This partnership creates an equal balance that benefits California Fire Departments, firefighters and, ultimately, the communities in which they serve.

You can learn more about CFFJAC by visiting the organization's website at www.cffjac.org or by calling (916) 648-1717.

I am an existing TargetSafety client. How do I upgrade my organization's PreventionLink website to allow us to document and report completed training for the CFFJAC training program?

TargetSafety must enable the new CFFJAC feature on your organization's PreventionLink website before you can begin utilizing it. Please contact Client Services Manager, Jenny Cady, at 858-376-1611 or jenny@targetsafety.com and request that the CFFJAC feature be added to your account. There is no additional cost for using this service beyond your current subscription fee.

Now that TargetSafety has enabled the CFFJAC feature on my account, how do I input the respective JAC identification number for each of my firefighters that participate in the apprenticeship program?

PreventionLink Administrators can add the JAC ID number to the user profile of participating apprentices by following these simple steps:

1. Sign into your PreventionLink account.
2. From the Users tab, click on Modify User Profiles.
3. Search for the name of the individual whose account you wish to update.
4. Enter the identification number in the JAC ID field and click save.

How can I assign a JAC code to TargetSafety's training courses?

TargetSafety has already assigned a three letter JAC code to all applicable TargetSafety training courses. You can view the specific code assigned to each TargetSafety training course by contacting TargetSafety Support and requesting an updated list of training courses and JAC codes. Administrators will just need to assign TargetSafety training courses like you normally do, and the JAC code will be assigned to the training course automatically.





How can I use TargetSafety's PreventionLink program to document completion of other training and activities that our firefighters do not related to TargetSafety's online training courses? How can I associate a JAC code with these training courses?

Clients can use the Custom Activities program in the newly-released PreventionLink platform to easily assign and track completion of training and routine tasks such as inspections, drills, exercises, hands-on training, and acceptance of policies and SOPs, among many other compliance-related activities.

PreventionLink Administrators can create a custom activity with a corresponding a JAC ID number by following these simple steps:

1. Sign into your PreventionLink account.
2. From the Resources tab, click on Custom Activities Manager.
3. From within the appropriate category, click Create a New Activity. Provide a name and short description then click Build Activity.
4. Use the tools on the left side of the page to build the custom activity. You can add instructions, insert links to websites, ask different types of questions, and attach documents.
5. To associate a JAC code with the custom activity, click on JAC Code Attachment and select the corresponding subject, area of study, and type of training, provider, and the number of hours. Once you click save, the PreventionLink system will automatically assign a JAC code based on your selections

You can learn more about the Custom Activities program by clicking on the Help menu. For a detailed demonstration of the Custom Activities program you can contact TargetSafety Support at 800-840-8048 and schedule a brief demonstration.

CFFJAC requires our department to monthly submit a report detailing the hours of training received by each apprentice. How can I create this report using TargetSafety's PreventionLink program?

PreventionLink Administrators can create these monthly reports by following these steps:

1. Sign into your PreventionLink account.
2. From the Report tab, click on JAC Report.
3. Enter the name of the apprentice you want to find and select a month. You can run a report for all apprentices by leaving the name field blank.
4. Click Display to open a new window with an easy-to-read report detailing the name of the apprentice, name of the training topic, date of training, three letter JAC code, and number of credit hours earned for the training.
5. Click Export to create an Excel file that is formatted to be emailed directly to CFFJAC.