



COMMISSION ON CORRECTIONAL PEACE OFFICER STANDARDS AND TRAINING

9850 Twin Cities Road, Galt, CA 95632 | P: (209) 744-5000 | F: (209) 744-5106 | E: CPOST.mailbox@cdcr.ca.gov

Dear Cadet:

Welcome to the Correctional Peace Officer Apprenticeship Program. You are beginning an exciting and challenging career in the field of corrections.

Below are instructions on how to complete the Apprentice Agreement and Acknowledgement of Receipt form. Please print the Apprenticeship Standards & Operational Procedures, Apprentice Agreement and Acknowledgement of Receipt form. During your first week at the academy, you will undergo comprehensive training on the Apprenticeship Program and will be required to submit your completed Apprentice Agreement and Acknowledgement of Receipt form to your Company Commander.

Prior to your arrival at the academy, please complete both pages of the Apprentice Agreement. You may print the Apprentice Agreement on separate pages or double sided. The Apprentice Agreement is pre-dated with your start date, so you may sign it upon completion. Please ensure **ALL** of the following information is completed.

- Your Full Name (typed or printed clearly)
- Social Security Number
- Birthdate
- Veteran Status
- **Institution You Are Assigned to** (section found on the lower left corner of the page under CDCR’s address)
- Your signature, as the apprentice, is required on **both** pages
- On the second page, under California Apprentice Questionnaire, boxes A through F **must** also be completed as instructed.
- After you have completed the California Apprentice Questionnaire, please transcribe the corresponding number or letter to the table shown on the top right hand corner of the Apprentice Agreement.

Example:

- **Box A = “M” for Male, or “F” for Female**
- **Box B = “7” for Hispanic**
- **Box C = “0” None**
- **Box D = “8” 3 Years of college**
- **Box E = “6” 5 Years or more**

A	B	C	D	E	Official Use
Gender	Ethnic	Dependents	Education	Yrs. Employ	STATUS
M	7	0	8	6	1

Sign the Acknowledgement of Receipt form and date the form with your “start date” at the academy to show you have printed and understand the Apprenticeship Standards and Operating Procedures.

If you have any questions, please contact the Apprenticeship Coordinator’s Office at the address or telephone number below.

Commission on Correctional Peace Officer Standards and Training
Attn: Apprenticeship Program
9850 Twin Cities Road
Galt, CA 95632
(209) 744-5000 ext. 4299