

Training, Qualifications and Certification System

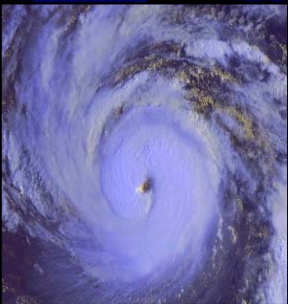
US Department of Agriculture
Forest Service





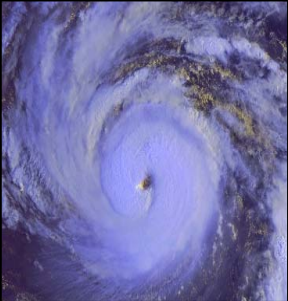
Features of the Training and Qualifications System

- *Establishes minimum training, skills, knowledge, experience, fitness and qualifications standards.*
- *Is a “Performance Based” system using approved standards.*
- *Qualification is based on demonstrated performance, not rank or position.*



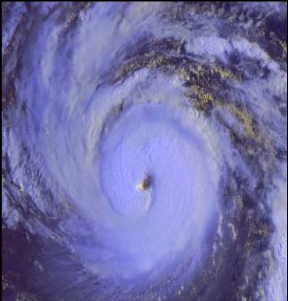
Authorities

- ***Standards for training, qualifications and certification are set by an interagency group at the national level.***
- ***Agencies agree to standards.***
- ***Certifications are made at the local level with the exception of the most highly qualified positions.***



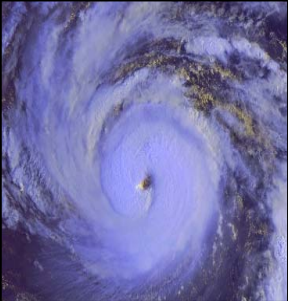
Four Components of the Training and Qualifications System

- *Position task books*
- *Training courses*
- *Job aids*
- *Certification*



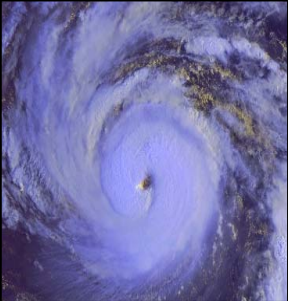
Required Training/Prerequisite Experience

- *Each position has specific and unique required training and prerequisite experience. Required training and prerequisite experience cannot be challenged.*
- *The process of demonstrating the abilities to perform the position is in the completion of the task book on incident assignments.*



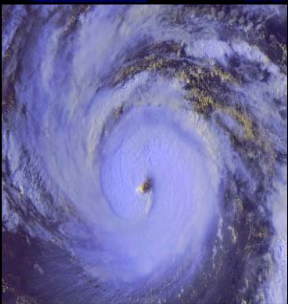
Position Task Books

- ***Contain critical tasks required to perform the job that must be completed on an actual incident assignment.***
- ***Task books are specific and unique for each position.***
- ***Must be completed under the guidance of a qualified trainer, no exceptions.***



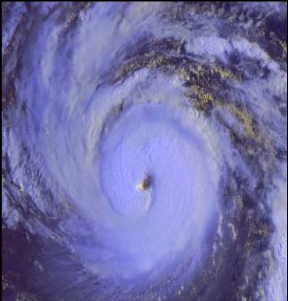
Training

- ***Training provides the knowledge and skills to perform tasks.***
- ***Training given and coordinated at all levels – local, regional and national based on needs.***
- ***Needs are established through agency surveys, training calendars are established and shared through internet based systems.***
- ***Instructors must be qualified in the position they are teaching. Training to be an effective instructor is available.***



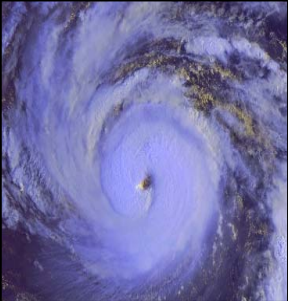
Job Aids

- ***Reference booklets and self study information.***
- ***Usually used for the most basic positions where formal training is not required.***
- ***Facilitate development when there is no developed training course.***
- ***Especially valuable when dealing with volunteers and when resources are scarce.***



Certification Process

- *Evaluation of individual's capability to perform*
- *Trainee identified*
- *Prerequisite experience confirmed*
- *Trainee receives required training*
- *Task book is initiated*
- *Trainee performs in position under direction of qualified trainer*
- *Task book is completed*



Certification Continued

- *Trainer recommends certification, agency certifies.*
- *More than one trainee assignment may be recommended.*
- *Persons must perform satisfactorily as fully qualified in the position before being trained for next higher position.*
- *Certification records are kept at the local level and are available electronically to the regional and national levels.*



Position Certification Flow Chart





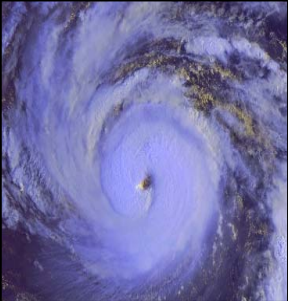
Currency Requirements

- ***Maximum time without an assignment for maintaining currency is five years for most positions, and three years for some specialized positions such as air operations.***
- ***Currency is maintained by successful performance in the position qualified for in the given time frame, or successful performance in a higher position for which that position is a prerequisite.***



Physical Fitness Standards

- *Personnel must meet physical fitness standards for certain specialized positions, mostly in the Operations Section, such as hazardous materials mitigation.*
- *Agencies have the latitude to determine the method evaluating the physical fitness level of their personnel.*
- *Physical fitness is part of the local agency certification process.*



Summary of Responsibilities

■ ***Local Level***

- Provide basic level training
- Certify personnel and keep records

■ ***State Level***

- Provide mid and some advanced level training
- Obtain qualifications records as needed

■ ***National Level***

- Provide the most advanced training
- Sets national training, qualification and certification standards

■ ***All Levels provide management oversight***

Questions?

