



# EASTERN REGIONAL TRAINING GROUP

- NWCG REQUIREMENTS
  - LEAD INSTRUCTOR/UNIT INSTRUCTOR
- TRAINING NOMINATION PROCESS
- PRIORITY TRAINEE PROGRAM (2020)
- LMS OVERVIEW
- STATE & PRIVATE RESOURCE AND UNIT UPDATE



**EASTERN  
REGIONAL  
TRAINING GROUP**

**NWCG REQUIREMENTS  
LEAD INSTRUCTOR/UNIT INSTRUCTOR**

# FIELD GUIDE

## LEAD INSTRUCTOR/UNIT INSTRUCTOR REQUIREMENTS

### NWCG Instructor Certification

A qualified instructor means the instructor meets the position currency requirements as described in the [NIMS: Wildland Fire Qualification System Guide, PMS 310-1](#).

The NWCG has established the following general instructor requirements and levels:

300 – 600 Level lead instructors oversee presentation of the entire course and assure course objectives are met in accordance with the criteria of the current [Training Catalog](#) and/or Course Introduction. The lead instructor must meet the certification criteria listed in the table below. They should have sufficient experience in presenting all units of the course to be capable of last-minute substitution for unit instructors. It is recognized that exceptions may occur where courses are of such a technical nature that no one person may be technically competent to instruct all units. Unit instructors are responsible for successful presentations of one or more units and should be experienced in the lesson content they are presenting.

Adjunct instructors may be utilized to provide limited instruction in specialized knowledge and skills at the discretion of the lead Instructor. They must be experienced, proficient, and knowledgeable of current issues in their field of expertise.

[HTTPS://WWW.NWCG.GOV/PUBLICATIONS/PMS901-1](https://www.nwcg.gov/publications/pms901-1)

## FIELD GUIDE

# LEAD INSTRUCTOR/UNIT INSTRUCTOR REQUIREMENTS

### Instructor Criteria for 100 - 200 Level Courses

All 100 and 200 level instructors must meet one of the following criteria:

Qualified and current (minus the WCT and [RT-130](#)) in any required positions identified as an instructor prerequisite for the course description in the [Training Catalog](#), OR

Written approval by course coordinator to instruct a specific unit or technical portions of a unit or units.

100 level instructors: No additional instructor training requirements beyond those set forth in the [Training Catalog](#) for each particular course.

200 level instructors: Lead instructors are required to meet both Unit Instructor – Teaching Skills and Lead instructor – Teaching Skills portion of Instructor Criteria for 300 – 600 Level NWCG Courses. See attached table.

**Unit instructors should have 32 hours of acceptable formal instructional training (e.g., state fire training certificate, college teacher's credential, college education courses, or M-410, Facilitative Instructor).**

**(Forest Service – IQCS to be listed as an instructor you need M410 or be granted equivalency)**

[HTTPS://WWW.NWCG.GOV/PUBLICATIONS/PMS901-1](https://www.nwcg.gov/publications/pms901-1)

## Instructor Criteria for 300 – 600 Level NWCG Courses

Certification is based on ability to meet one standard in each column.

Instructor Level	Teaching Skill	Course Content Knowledge	Practical Application	Ethics Criteria
Adjunct Instructor (per FMCG)	None	Known or demonstrated expertise on one or more subjects associated with the course	Subject matter expert on course related materials OR Demonstrated course related technical expertise OR Published subject related article or paper in previous 5 years	As required by agency
Unit Instructor	Accepted formal instructional training (e.g., state fire training certificate, college teacher's credential, college education courses, or M-410, Facilitative Instructor) OR 40 hours of successful fire service instruction	Successful completion or audit of course being taught OR Successfully assisted in instructing the course OR Successfully completed Train-the-Trainer course (if applicable) and successfully taught the course in the past 5 years as determined by the Course Coordinator	Qualified and current (minus WCT and RT-130) as required in the course page FMCG OR Qualified and current ( <i>minus WCT and Refresher</i> ) one level above that identified in the course outline of FMCG OR Qualified as a Type 1 or 2 Command or General Staff position in the same functional area as the course being presented OR Meets the NIMS Training Program instructor criteria for specific course (supplemented by the NIMS ICS All-Hazards Position Specific Training Program: Administrative Guidelines) NOTE: Written approval of an NWCG member regional or state fire director can be substituted for currency requirement above.	As required by agency
Lead Instructor	Same as Unit Instructor AND 40 additional hours (80 total hours) of successful fire service instruction	Same as Unit Instructor	Same as Unit Instructor	As required by agency

# NWCG LEAD INSTRUCTOR UNIT INSTRUCTOR REQUIREMENTS

**LEAD INSTRUCTOR/UNIT INSTRUCTOR REQUIREMENTS**

**Administration**

**Minimum Instructor Qualifications**

1. Lead instructor must be a qualified Initial Attack Dispatcher ([IADP](#)) or Expanded Dispatch Supervisory Dispatcher ([EDSP](#)).
2. Unit instructors must be qualified as Expanded Dispatch Support Dispatcher ([EDSD](#)).

See [Instructor Standards Section](#) for more information.



# Issuing NWCG Certificates

Students successfully completing an NWCG course sponsored by an NWCG member agency will receive an NWCG certificate (list of member agencies at <https://www.nwcg.gov>).

Educational institutions, contractor associations, and non-member agencies may issue the NWCG course certificate if the lead instructor is an authorized representative of an NWCG member agency **OR** they have a formal agreement established with an NWCG member agency.

## ⇒ Member Agencies

[Bureau of Indian Affairs \(U.S. Department of the Interior\)](#)

[Bureau of Land Management \(U.S. Department of the Interior\)](#)

[Fish and Wildlife Service \(U.S. Department of the Interior\)](#)

[Forest Service \(U.S. Department of Agriculture\)](#)

[International Association of Fire Chiefs](#)

[Intertribal Timber Council](#)

[National Association of State Foresters](#)

[National Park Service \(U.S. Department of the Interior\)](#)

[United States Fire Administration \(Federal\)](#)



**EASTERN  
REGIONAL  
TRAINING GROUP**

**PRIORITY TRAINEE PROCESS**



# 2020 - PRIORITY TRAINEE PROCESS

## Training group (GATR/TWT)

- ❖ Priority Trainee (PT) Letter (1/10/2020)
- ❖ GATR to combine PT list for meeting
- ❖ TWT - PT List will be ranked at Madison Meeting
- ❖ GATR - Letter sent to PT's will their Responsibilities and Requirements
- ❖ GATR - Post PT List to EACC Website under Training
- ❖ GATR - Start of PT Season – ROSS/IROC Reports run for daily statusing

## Priority Trainee

- ✓ PT - send in Nomination form to their training rep by January 10, 2020
- ✓ PT's can check the EACG website for their ranking on PT List
- ✓ PT's work with their local Dispatch Office for statusing
- ✓ PT can check to see if their availability on PT list on EACC Website

# ROSTERING PT'S FOR AVAILABILITY IN ROSS/IROC?

1. Available for PT Assignment = "Available GACC"
2. Available for all Qualifications = "Available National"

If the PT is NOT AVAILBLE or not wanting the GATR to look for PT Assignments = "Available National or Local"

How did this work for you as Dispatch Centers?

# TRAINEE ORDERING

## GATR Process

- ❖ Priority Trainee order from GART to GATR
- ❖ GATR reviews availability list and – reinsures trainee is truly available.
- ❖ GATR will put in order through EACC

## What Should NOT be Accruing

- ✓ NO Name request of trainees



**EASTERN  
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**TRAINING NOMINATION PROCESS**

# TRAINING NOMINATION PROCESS

## **TRAINING NOMINATIONS**

**General Information that applies to all nominations:** Nominations for all courses will be on the NWCG's Nomination Form unless other directions are specifically stated on the course announcement. If the nomination form is not filled out completely, the nomination will be returned; **this includes the second page of the form if there are costs** associated with the course. Nomination forms must have the supervisors support as demonstrated by their signature on the form. Computer submission is the preferred method of transmittal, however fax or hard-copy mail is acceptable. /s/ signatures are accepted.

**National Advanced Fire and Resource Institute (NAFRI):** Please see the link below on proper procedures for submitting nominations to NAFRI. <https://www.nafri.gov/nomination-process>

**Other Geographical Area Training:** Nominations are due to the GATR by November 1 of each year unless specifically stated otherwise on the course announcement. All out-of-area training nominations are to be submitted from the nominee through their supervisor for approval and signature and then to the appropriate agency official for prioritizing. Once the local official has reviewed and prioritized their areas' nominations they will forward them to the GATR. Nominations NOT submitted through the GATR will not be considered.

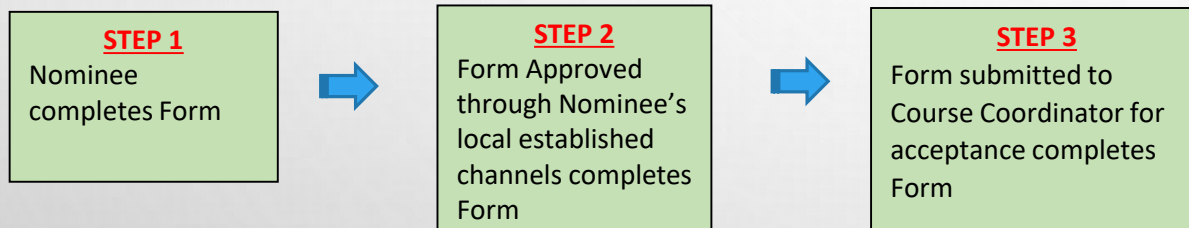
**In Area Training:** Agency/State representatives submit nominations direct to the course coordinator. If an Agency/State is submitting more than one nomination for a course, be sure they are prioritized prior to submitting to the course coordinator.

# TRAINING NOMINATION PROCESS

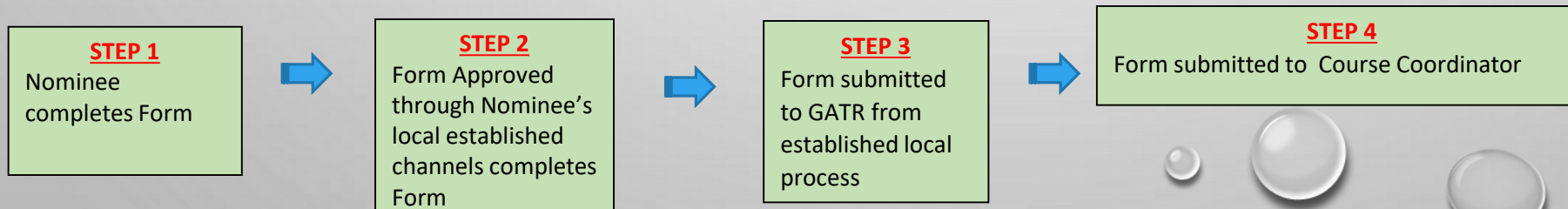
**Completed NWCG Nomination Forms for all "Within Area" Courses, as well as "Out of Area" 100-200 Level Courses must be routed as follows**

**Nomination Workflow** (Be sure to check the Geographic Area "Policies" page for specific nomination instructions).

**Completed NWCG Nomination Forms for all "Within Area" Courses, as well as "Out of Area" 100-200 Level Courses must be routed as follows:**



**Completed NWCG Nomination Forms for all "Within Area" Courses " 300-600 Level Courses must be routed as follows:**



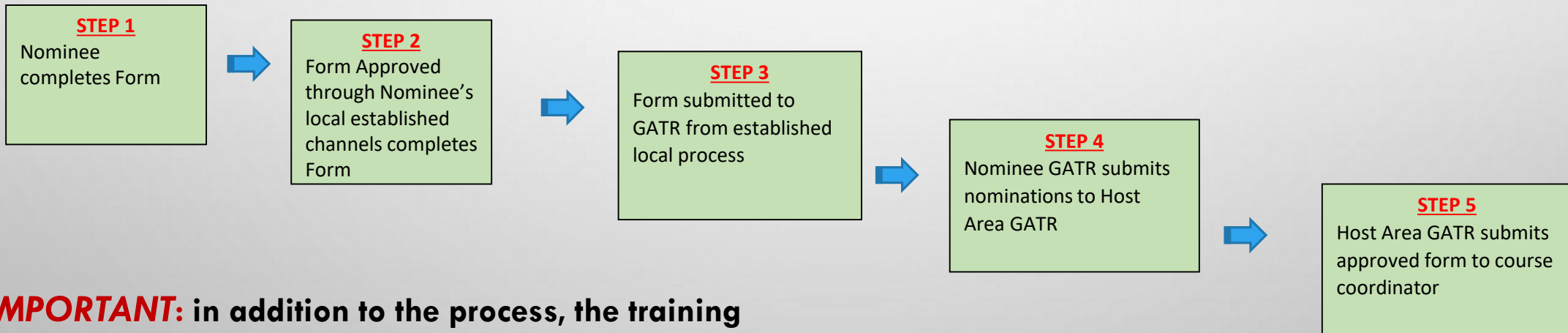


# TRAINING NOMINATION PROCESS

Completed NWCG Nomination Forms for all "Out of Area" 300-600 Level Courses must be routed as follows

**Nomination Workflow** (Be sure to check the Geographic Area "Policies" page for specific nomination instructions).

**Nomination Form for "Out of Area" 300-600 Levels, RX, and other Miscellaneous Courses must be routed as follows:**



**IMPORTANT:** in addition to the process, the training officer or assigned IQCS Representative **NEEDs** to enter the nomination into IQCS(feds Only)

# ROCKIE MOUNTAIN NOMINATION PROCESS

**How to submit a nomination form to attend a Rocky Mountain course if you reside outside of the [Rocky Mountain Geographic Area \(RMA\)](#).**

With this process, please send a cc of nomination to GATR to track for Regional Prioritization if needed.

Non-RMA Nominee submits **Google Course** Nomination Form, Email confirmation sent to nominee, supervisor/ training officer receives email and approves or rejects.



If approved, form populates to the Out of Area (OGA) Nominations Sheet. Sheet link is shared with all GATR.



Nominees GATR will be contacted for prioritization at time of selection.



A url link to nominees nomination form will be provided in the GATR Out of GA OGA sheet.

## **FY20 RM Nomination Form Instructions:**

### **[RM Registration for Course Nomination](#)**

1. Select the training course you wish to attend from the Rocky Mountain schedule page [Rocky Mountain Area Fire Training Schedule](#)

2. Click on **Session Details**. Notice information located in the “**Session Dates, Status, Tuition**” section. *It will be useful to have the Session Details page open while you are filling out the Nomination Form.* Use the **online link** here to be nominated for the session

**DO NOT USE THE NOM FORM IN THE NOMINATION COLUMN.**

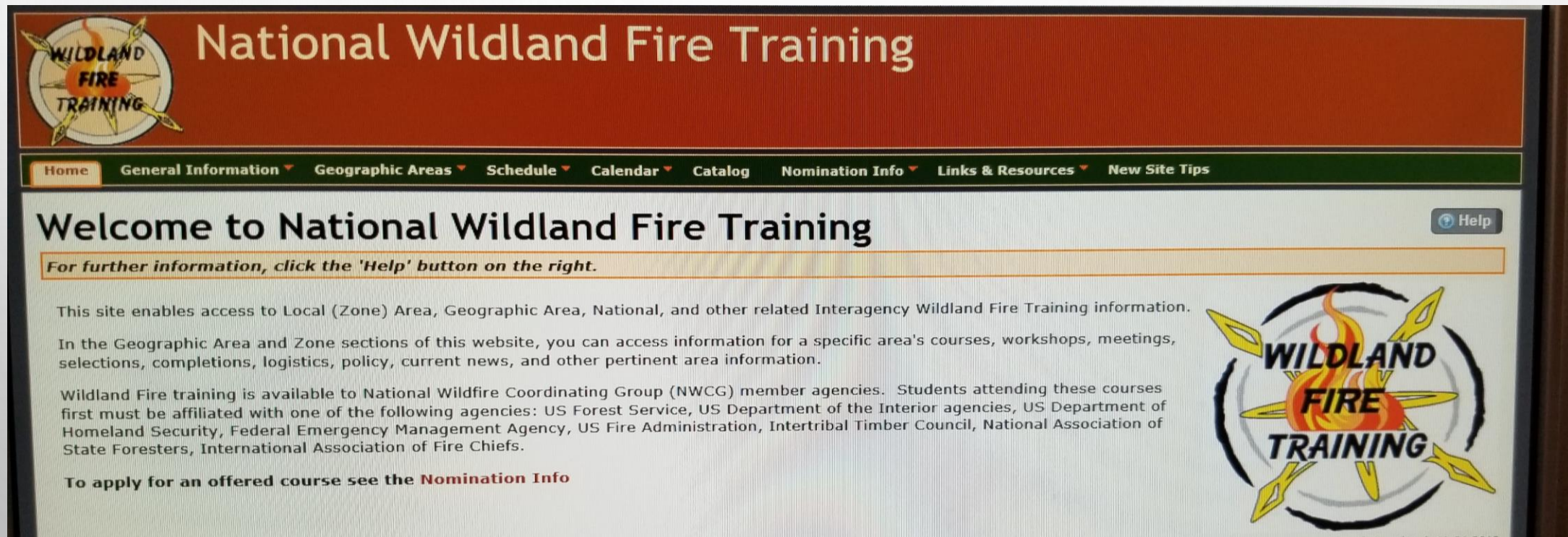


**EASTERN  
REGIONAL  
TRAINING GROUP**

**THE NEW - LEARNING MANAGEMENT SYSTEMS  
(LMS)**

# CURRENTLY - WILDLAND FIRE TRAINING WEBSITE

This site “NWCG Wildland Training Webpage: <https://nationalfiretraining.nwcg.gov/> “  
Will be going away, sometime between NOW and end of the year due to security issues.



The screenshot shows the homepage of the National Wildland Fire Training website. The header features the title "National Wildland Fire Training" in a large, bold, orange font. Below the header is a navigation menu with links: Home, General Information, Geographic Areas, Schedule, Calendar, Catalog, Nomination Info, Links & Resources, and New Site Tips. The main content area begins with a "Welcome to National Wildland Fire Training" heading and a "Help" button. A message box states: "For further information, click the 'Help' button on the right." The main text explains that the site provides access to local, geographic, and national training information, and lists the agencies that can sponsor students. A "Nomination Info" link is provided for course applications. A large "WILDLAND FIRE TRAINING" logo is visible on the right side of the page.

**National Wildland Fire Training**

Home General Information Geographic Areas Schedule Calendar Catalog Nomination Info Links & Resources New Site Tips

## Welcome to National Wildland Fire Training

Help

*For further information, click the 'Help' button on the right.*

This site enables access to Local (Zone) Area, Geographic Area, National, and other related Interagency Wildland Fire Training information.

In the Geographic Area and Zone sections of this website, you can access information for a specific area's courses, workshops, meetings, selections, completions, logistics, policy, current news, and other pertinent area information.

Wildland Fire training is available to National Wildfire Coordinating Group (NWCG) member agencies. Students attending these courses first must be affiliated with one of the following agencies: US Forest Service, US Department of the Interior agencies, US Department of Homeland Security, Federal Emergency Management Agency, US Fire Administration, Intertribal Timber Council, National Association of State Foresters, International Association of Fire Chiefs.

To apply for an offered course see the **Nomination Info**

**WILDLAND FIRE TRAINING**



# LEARNING MANAGEMENT SYSTEMS (LMS) “WILDLAND FIRE LEARNING PORTAL”

LMS will be replacing the Geographic Area webpages on the NWCG webpage.

This is NOT a webpage but a portal.

<https://wildlandfirelearningportal.net/login/index.php>

**You can log in as a Guest to:** do everything but process or send a nomination.

Wildland Fire Learning Portal

WFIT  
Wildland Fire  
Prevention & Training

## Log in

Username

Password

Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser

Some courses may allow guest access

Log in as a guest

## Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

# TO LOOK GEOGRAPHIC AREAS

The screenshot shows the Wildland Fire Learning Portal website. The browser address bar displays `wildlandfirelearningportal.net/index.php?redirect=0`. The page header includes the site title "Wildland Fire Learning Portal" and the logo for "WFIT Wildland Fire Information & Technology". A notification in the top right corner states "You are currently using guest access Log in". The main navigation menu contains "Home", "Find Learning", "National Training Centers", "Geographic Areas", and "Help". The "Geographic Areas" menu is open, showing a list of regions: "Alaska", "Great Basin", "Eastern Area", and "Northwest". The "Eastern Area" option is highlighted with a dashed yellow line. On the left side of the page, there is a "FRONT PAGE" section with a list of links: "Tags", "Search", "Calendar", and "Site announcements".



# EASTERN AREA PORTAL PAGE

Alaska Great Basin Eastern Area Northwest

Home / Courses / Eastern

## EASTERN GEOGRAPHIC AREA

- Participants
- Eastern Area
- Staff
- Committee Members
- Training Working Team - TWT
- Academies - Training
- Forest -
- Policies & Procedures
- Reference Materials
- Logistics
- Course Schedule
- News

EASTERN AREA	STAFF	COMMITTEE MEMBERS	TRAINING WORKING TEAM - TWT	ACADEMIES - TRAINING	FOREST -
POLICIES & PROCEDURES	REFERENCE MATERIALS	LOGISTICS	COURSE SCHEDULE	NEWS	

## Welcome to Eastern Geographic Area Wildland Fire Training


**Our stated mission** is to provide and assure quality training in Wildland Fire Suppression, Incident Management, Aviation Management, Dispatch, Fire Use and Fuels Management responsive to the needs and direction of the Eastern Area Coordinating Group.

You can find all courses offered within the Eastern Area by utilizing the *Schedule* tab on this page to filter for all NWCG courses. The *Academies* tab provides more information about wildland fire academies offered in this Geographic Area. The *Zone* tab will guide you to the any of the four training zones, which offer also offer courses and other logistical information.

We hope you find this site informative and consider it a functional tool in meeting your wildland fire training needs. We encourage your feedback on issues that will help us meet your wildfire training goals and objectives.

*The Eastern Area Training Working Team*

Announcements



## EASTERN GEOGRAPHIC AREA

- Participants
- ▶ Eastern Area
- ▼ **Staff**
- ▶ Committee Members
- ▶ Training Working Team - TWT
- ▶ Academies - Training
- ▶ Forest -
- ▶ Policies & Procedures
- ▶ Reference Materials
- ▶ Logistics
- ▶ Course Schedule
- ▶ News

EASTERN AREA	<b>STAFF</b>	COMMITTEE MEMBERS	TRAINING WORKING TEAM - TWT	ACADEMIES - TRAINING	FOREST -
POLICIES & PROCEDURES	REFERENCE MATERIALS	LOGISTICS	COURSE SCHEDULE	NEWS	

### Eastern Area Training Contacts

**626 E Wisconsin Ave**

**Milwaukee, WI. 53202**

Darlene Hall [darlene.hall@usda.gov](mailto:darlene.hall@usda.gov) 414-297-3456(o) 414-335-4676(c)

Geographic Area Training Representative

Scott Swendsen [scott.swendsen@usda.gov](mailto:scott.swendsen@usda.gov) 414-297-1412(o) 303-968-5353(c)

Alt Contact – Eastern Regional Training Specialist

← Eastern Area

Committee

# STAFF



- ▶ Staff
- ▼ **Committee Members**
- ▶ Training Working Team - TWT
- ▶ Academies - Training
- ▶ Forest -
- ▶ Policies & Procedures
- ▶ Reference Materials
- ▶ Logistics
- ▶ Course Schedule
- ▶ News

## EASTERN AREA ZONES



- TRAINING WORKING TEAM - TWT
- ACADEMIES - TRAINING
- FOREST -
- LOGISTICS
- COURSE SCHEDULE
- NEWS

### Eastern Area Training Working Team

#### State Representatives

Todd Manley	Great Lakes Compact	218-322- 2683	todd.manley@state.mn.us
Gail Kantak	Big Rivers Compact	515-233-8067	gail.kantak@dnr.iowa.gov
Lars Lund	Northeast Compact	802-777-4188	lars.lund@vermont.gov
Tom Shuman	Mid-Atlantic Compact	740-774-1506 x 108	thomas.shuman@dnr.state.oh.us

#### Federal Representatives

Gerald Vickers	Fish and Wildlife	410-221-1194 x 1194	gerald_vickers@fws.gov
Mark Musitano	National Parks Service	304-465-2573	mark_musitano@nps.gov
Kerry Jacobson	Bureau of Land Management	601-919-4661	kjacobson@blm.gov
Dave Pergolski	Bureau of Indian Affairs	715-685-2374	david.pergolski@bia.gov

# COMMITTEE MEMBERS



# COMPACTS, ACADEMIES, OTHER TRAINING

**Wildland Fire Learning Portal** **WFIT**  
Wildland Fire  
Prevention & Training

Home Find Learning ▾ National Training Centers ▾ Geographic Areas ▾ Help

Home / Courses / Eastern / Academies - Training

### EASTERN GEOGRAPHIC AREA

- Participants
- Eastern Area
- Staff
- Committee Members
- Training Working Team - TWT
- Academies - Training**
  - Big Rivers Compact
  - Great Lakes Compact
  - Mid-Atlantic Forest Fire Compact
  - Northeastern Forest Fire Protection Compact
  - NY Wildfire & Incident Management Academy (NYWIMA)
  - Minnesota Incident Command System
  - Minnesota Wildfire Academy
- Forest -
- Policies & Procedures
- Reference Materials
- Logistics
- Course Schedule
- News

EASTERN AREA	STAFF	COMMITTEE MEMBERS	TRAINING WORKING TEAM - TWT	<b>ACADEMIES - TRAINING</b>	FOREST -
POLICIES & PROCEDURES	REFERENCE MATERIALS	LOGISTICS	COURSE SCHEDULE	NEWS	

### Academies & Other Training Available in Eastern Region

- Big Rivers Compact

**BIG RIVERS**  
FOREST FIRE MANAGEMENT COMPACT
- Great Lakes Compact

**GREAT LAKES**  
FOREST FIRE COMPACT

MANITOBA ONTARIO  
MINNESOTA MICHIGAN



# LISTED TRAINING COURSE

The screenshot shows the Wildland Fire Learning Portal website. The browser address bar displays `wildlandfirelearningportal.net/index.php?redirect=0`. The page header includes the site title "Wildland Fire Learning Portal" and the logo for "WFIT Wildland Fire Institute". A navigation menu is located below the header, with "Find Learning" highlighted by a red dashed circle. The "Geographic Areas" dropdown menu is open, showing the following options: Alaska, Great Basin, Eastern Area, and Northwest. A "FRONT PAGE" sidebar is visible on the left, containing links for Tags, Search, Calendar, and Site announcements. The top right of the page indicates "You are currently using guest access" with a "Log in" link.

Wildland Fire Learning Portal

WFIT Wildland Fire Institute

You are currently using guest access Log in

Home Find Learning National Training Centers Geographic Areas Help

Alaska

Great Basin

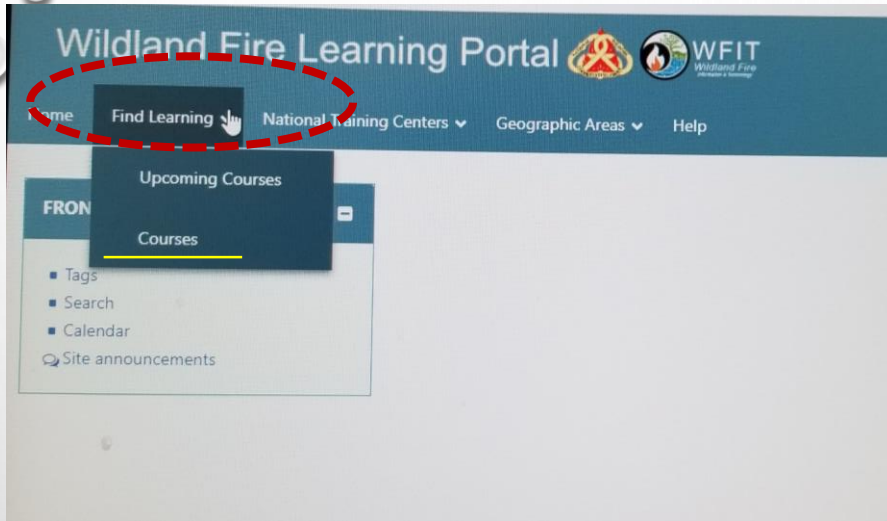
Eastern Area

Northwest

FRONT PAGE

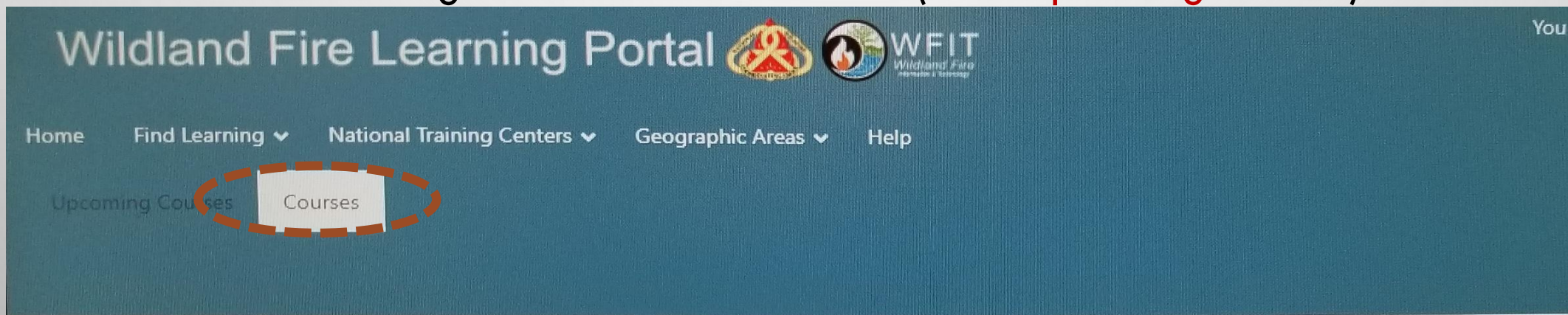
- Tags
- Search
- Calendar
- Site announcements

# TO SEARCH FOR TRAINING




1. To search for training course.  
Click on Find Learning

2. To search for training course. Click on Course (**NOT upcoming Course**)





Type Course you are looking for in search, the list will populates

Wildland Fire Learning Portal  You are currently using guest access

Home Find Learning National Training Centers Geographic Areas Help

Upcoming Courses Courses

Home / Courses / Search

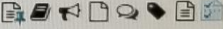
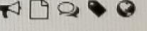

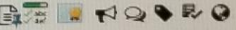
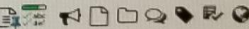

### Search Courses: 30 records shown

Filter by

Search  Search Clear

**Course Category**  
is any value  
Alaska Geographic Area

**Course Type**  
 Blended (15)  
 E-learning (14)  
 Seminar (1)

Course ID Number	Course Name	Start date	Content
	<b>WFAP FY2020 Instructor Selection and Coordination</b>	6 Jun 2019	
	<b>CSP3133 Restoration Policy, Planning, and Partnering- July Session</b>	2 Jul 2019	
	<b>National Training Centers</b>	25 Jul 2019	
	<b>GISS Introductory Course</b>	30 Jul 2019	
	<b>WFAP FY2020 Foundational Academy Pre-Work</b>	1 Mar 2019	
	<b>WFAP FY2020 Core Academy Pre-Work</b>	3 May 2019	



**EASTERN  
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**STATE & PRIVATE RESOURCE AND UNIT UPDATE**

## RESOURCE AND UNIT UPDATE

- Designations have been done for all remote Research and S&PF employees. (new org. code under R9)
- This will also be done in IQCS
- These folks to be dispatched and serviced by the local forest/dispatch centers they are near. The Regional Office will take care of Red Cards, and processing all requirements.

Completion date to be



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**QUESTION ?**