2015 Fire Academy Schedule & Admin Process -- <mark>Nominations Due -- May 1</mark>

Vet Rappel Academy **May 11-16 SAB**	**Eric Ellis**	**erellis@fs.fed.us**
Spotter Immersion **May 16 SAB**	**Eric Ellis**	**erellis@fs.fed.us**
L-280 Followership to Leadership **May 18-19 Salmon**	**Dave Brizendine**	**dbrizendine@blm.gov**
S-200 Initial Attack Incident Commander **May 20-21 Salmon**	**Dan Crowell**	**dcrowell@fs.fed.us**
S-215 Fire Ops in Wildland/Urban Interface **May 20-21 Salmon**	**Eric Ellis**	**erellis@fs.fed.us**
S-270 Basic Air Operations & **S-271 Helicopter Crewmember** **May 26-29 Salmon**	**Eric Ellis**	**erellis@fs.fed.us**
S-290 Intermediate Wildland Fire Behavior **May 26-29 Challis**	**Dan Bartel**	**dhbartel@fs.fed.us**
Rookie Rappel Academy **June 1-7 SAB**	**Eric Ellis**	**erellis@fs.fed.us**
Guard School **June 8-12 Challis**	**Will Marcroft**	**wmarcroft@fs.fed.us**
ICT5 & 4 Refresher **June 18 Challis**	**Todd Baumer**	**tbaumer@fs.fed.us**

<mark>Work Capacity Test & Refresher Schedules</mark> (DO NOT NEED NOMINATIONS)

	WCT- All start @ 0830		RT-130 – All start @1030	Leads
April 22nd	Challis		Challis conference room	Bartel
April 29th	Salmon		SO conference room	Baumer
May 6th	Challis		Challis conference room	Bartel
May 27th	Salmon		BLM conference room	BLM
June 17th	Mackay		Mackay conference room	Marcroft
June 24th	Salmon		SO conference room	Hulse

The 2015 Fire Academy training calendar, *local* training nomination form, New Employee Account form and other useful information can be found under *'Training … Local Information'* on the Central Idaho Dispatch (CIC) website at http://gacc.nifc.gov/egbc/dispatch/id-cic/.

Nomination Procedures
- Nomination forms are NOT required for any of the Refreshers or Work Capacity Tests.
- Students complete the *local* nomination form including the approval signatures.
- Incomplete or incorrect nominations will not be accepted.
- Nominations are submitted to the appropriate Unit Training Rep.
    - **Unit Training Reps are NZ-Melissa Sartor … SZ – Dan Bartel … SO – Todd Baumer… BLM – Jeff Knudson**
- Unit Training Reps will review nominations for accuracy and completeness. The nominations are to be forwarded to the course coordinator with cc: to Todd Baumer.

Guard School: The Course Coordinator will send the Training Specialist the original *'IQCS New Employee' forms,* preferably before Guard School begins. The IQCS Course Training function cannot be set complete until the New Employee data has been entered into the database.

- *'NIMS: An Introduction' (IS-700.a) & 'Introduction to ICS' (I-100),* computer-based online courses, are required to successfully complete Guard School and to receive a training certificate. Upon successful completion of these courses the student prints the online certificates. Certificate *copies* can either be sent to dispatch or given to the course coordinator, preferably before the first day of training.
- **'NIMS: An introduction'** *(IS-700.a)* can be found at http://training.fema.gov/EMIWEB/IS. Select NIMS Courses.
- **'Introduction to ICS'** *(I-100)* is located at http://training.nwcg.gov/courses/i100.

Course Coordinators: Each Coordinator will order their own training materials and check the SO training inventory before ordering from the Great Basin Cache (GBK). The NWCG Publications Catalog, Part 2, is found online at www.nwcg.gov/pms/pub/catalog.

Lead Instructors: Lead and Unit Instructors need to be identified on the course sign-in sheet. This avenue facilitates the Training Specialist entering the information into the IQCS Instructor's Experience. Instructors cannot be entered into IQCS after the course has been set complete.

Sign-In Sheet: A copy of the Sign-In Sheet should be forwarded to the Training Specialist on the first day of the training. Student information is entered in IQCS from the Sign-In Sheet which in turn generates the training certificates from the database. Those who do not successfully complete the class can be removed from an IQCS roster prior to setting the course as complete. Work and personal emails addresses from the sign-in sheet is required by the Great Basin Training Center for their use during the fall & spring training nominations and must be entered into the database as well.

Training Certificates: Every attempt will be made to print the training certificates before the course concludes. Once the Coordinators/Lead signs the certificates it is important that *copies* of the signed certificates be returned to dispatch for inclusion in each of their hardcopy training folders located in dispatch.

Completion Letter: The Coordinator or Lead Instructor will only enter training data in the gray highlighted fields of the Completion Letter template. The Completion Letter is to be forwarded to dispatch for CIC's training documentation. Fitness Tests or the Refresher Completion Letters serve as completion documentation in the training folders.