

\* Prior to announcing or submitting a request for training, check with your unit training officer to confirm others agencies are not hosting the same classes or that the 300-400 level course request for that specific course has not already been submitted by the GPC Zone Training Committee. The committee submits request for the region to host courses based off the zone training needs analysis that is submitted to the Geographic Area Training Representative (GATR) annually in January.

## Great Plains Area Fire Training Announcement Process 100~200 Level Courses

1. In order to ensure wide distribution of course announcements, the Course Coordinator submits training announcement with proper agency approval to the GPC Zone Web Master.
2. The Web Master consolidates and posts training announcements to the GPC Training Page. This will ensure wide distribution and efficiency. Only courses that are open to ALL agencies will be posted on the GPC website.

## Great Plains Area Fire Training Announcement Process 300 – 400 Level Courses

1. Course Coordinator submits the RM Policy Course Request form (Linked) for 300-400 level training in the RM region with proper agency approval to the GPC Zone Training Representative Tamara Dierks [Tamara.Dierks@state.sd.us](mailto:Tamara.Dierks@state.sd.us)  
<http://www.nationalfiretraining.net/rm/policies>
2. Zone training Representative collects, consolidates, and reviews training announcements and forwards them on to the GATR via email.
3. GATR will reply to request.
4. Zone Representative will Notify Course coordinator of the reply.
5. Approved course announcements will be forwarded to the GPC Web Master, Unit Training Officers, and Training Committee email lists. This will ensure wide distribution and efficiency. Only courses that are open to ALL agencies will be posted on the GPC website.

\* Students should check the GPC web site for periodic updates to find available courses and follow the GPC NWCG Nomination process.

\*Cancellations of courses will be forwarded to the GPC Web Master and Zone Training Representative ASAP to distribute in the same manner as the announcement process.  
References: Field Mngr. Course Guide: <http://www.nwcg.gov/pms/training/PMS907.pdf>