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 that 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

1. Trainee Identified
2. Experience Confirmed
3. Training Completed
4. Task Book Initiated
5. Agency Certifies
6. Trainer Recommends Certification
7. Taskbook Completed
8. Trainee Performs on Incident
9. Trainee Fully Qualified

Qualified Person in That Position Now Available for Incident Assignments
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?