

**2018 MANDATORY TRAINING CHECKLIST**

This form is to assist you in taking all of your mandatory training for 2018. It is also **REQUIRED** for you to complete this form when finished with all your training and *turn into your training officer, Leigh Ann Hislop*. It will be part of your official fire training folder. Below is the list of training required by all employees and then a section of the additional training for supervisors.

- | <b>DATE COMPLETED</b> | <b>ANNUAL REQUIREMENT</b>  |
|-----------------------|--|
| _____                 | <input type="checkbox"/> Work Capacity Test <i>Must be medically cleared prior to test</i> Due 6/8/18  |
| _____                 | <input type="checkbox"/> Firefighter Refresher <i>Classroom only</i> Due 6/8/18  |
| _____                 | <input type="checkbox"/> HazMat <i>Classroom only</i> Due 6/8/18   |
| _____                 | <input type="checkbox"/> Do Whats Right <i>Classroom only. Satisfies 2 hours of EEO + POSH requirement</i> Due 6/8/18  |
| _____                 | <input type="checkbox"/> Diversity/EEO <i>Must fulfill 2 hours with local trainings and/or DOI Learn</i> Due 9/30/18   |
| _____                 | <input type="checkbox"/> Ethics – BLM Ethics Training 2018 <i>Only offered via DOI Learn</i> Due 10/31/18<br><i>NOT required for seasonal employees</i>  |
| _____                 | <input type="checkbox"/> FISSA+ IT/Records/Privacy <i>Required via DOI Learn</i> Due 6/1/18<br><i>For non-computer users offered during orientation week or via supervisor</i>   |
| _____                 | <input type="checkbox"/> RT301 Fire Vehicle Driver Refresher / BL300 Fire Vehicle Driver Training Due 6/8/18<br><i>Initially must have BL300 and then annual refresher RT301, form must be completed &amp; turned in</i> |
| _____                 | <input type="checkbox"/> RT212 Fire Chainsaw Refresher <i>Required if operate a chainsaw</i> Due 6/8/18  |
| _____                 | <input type="checkbox"/> Code Driving <i>Required for any fire operations driver with ENGB qualification</i> Due 6/8/18  |
| _____                 | <input type="checkbox"/> Helicopter Ignition Operations <i>Any aviation ignition qualification</i> Due 6/8/18  |
| _____                 | <input type="checkbox"/> UTV Check Ride<br><i>Every 3 years or annually if you did not fulfill 16 hours of driving last year &amp; document on fire experience</i>   |
| _____                 | <input type="checkbox"/> Crew Chief Credit Card Training<br><i>Required if have a credit card, offered from local fire admin during orientation week</i>   |

**SUPERVISOR REQUIREMENT**

- |       |   |
|-------|---|
| _____ | <input type="checkbox"/> USERRA <i>Satisfies 1 hour EEO requirement</i> Due 9/30/18   |
| _____ | <input type="checkbox"/> Veteran Employment for Hiring Managers <i>Satisfies 1 hour EEO requirement</i> Due 9/30/18   |
| _____ | <input type="checkbox"/> Defending Unconscious Bias Training <b>HIGHLY RECOMMENDED</b> for Supervisory PFT Personnel<br><i>Sign up in DOI for a classroom or Webex offered session</i><br><i>As of 10/13/17: Offered sessions are 11/30/17. 1/11/18. 2/26/18. 4/12/18</i> |

**2 YEAR REQUIREMENT**

- |       |   |
|-------|---|
| _____ | <input type="checkbox"/> First Aid/CPR/Blood Borne Pathogens DATE _____ |
|-------|---|

**3 YEAR REQUIREMENT**

- |       |  |
|-------|--|
| _____ | <input type="checkbox"/> Defensive Driving DATE _____                  |
| _____ | <input type="checkbox"/> A110 <i>For any aviation position only</i>    |
| _____ | <input type="checkbox"/> RT273 <i>For any SEMG position only</i>       |
| _____ | <input type="checkbox"/> RT340 <i>For any HRSP position only</i>       |
| _____ | <input type="checkbox"/> RT372 <i>For any HMGB position only</i>       |
| _____ | <input type="checkbox"/> RT378 <i>For any ATGS/HLCO positions only</i> |

Employee Signature \_\_\_\_\_ DATE \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ DATE \_\_\_\_\_

REC BY TRAINING _____
DATE _____