

NAME \_\_\_\_\_ DATE \_\_\_\_\_

### 2018 MANDATORY TRAINING CHECKLIST – AD/EFF EMPLOYEE

This form is to assist you in taking all of your mandatory training for 2018. It is also **required** for you to complete the form when finished with all your training and *turn into your training officer, Leigh Ann Hislop.*

**DATE COMPLETED**

**ANNUAL REQUIREMENT**

- \_\_\_\_\_  Work Capacity Test *If needed for fire qualification, must be medically cleared prior to test* Due 6/8/18
- \_\_\_\_\_  Firefighter Refresher Due 6/8/18
- \_\_\_\_\_  RT212 Fire Chainsaw Refresher *Required if operate a chainsaw* Due 6/8/18
- \_\_\_\_\_  RT301 Fire Vehicle Driver Refresher / BL300 Fire Vehicle Driver Training Due 6/8/18  
*Required for any fire operations driver with #ENGB qualification*  
*Initially must have BL300 and then annual refresher RT301, form must be completed & turned in*
- \_\_\_\_\_  Code Driving *Required for any fire operations driver with ENGB qualification* Due 6/8/18
- \_\_\_\_\_  Helicopter Ignition Operations *Required for any aviation ignition qualification* Due 6/8/18

**2 YEAR REQUIREMENT**

- \_\_\_\_\_  First Aid/CPR/Blood Borne Pathogens DATE \_\_\_\_\_

**3 YEAR REQUIREMENT**

- \_\_\_\_\_  Defensive Driving DATE \_\_\_\_\_
- \_\_\_\_\_  A110 *For any aviation position only*
- \_\_\_\_\_  RT273 *For any SEMG position only*
- \_\_\_\_\_  RT340 *For any HRSP position only*
- \_\_\_\_\_  RT372 *For any HMGB position only*
- \_\_\_\_\_  RT378 *For any ATGS/HLCO positions only*

**FOR ALL NEW AD EMPLOYEES**

Must have completed or will complete the following training thru the [FEMA TRAINING WEBSITE](#)

- \_\_\_\_\_  [IS700.A Introduction to National Incident Management System NIMS](#)
- \_\_\_\_\_  [IS100.B Introduction to Incident Command System, ICS100](#)

**Copies of certificates need to be turned into training officer before an assignment**

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

REC BY TRAINING _____
DATE _____