



IQCS User Guide

MODULE 7: TRAINING AND NOMINATION ADMINISTRATION

OVERVIEW

Welcome to the Training and Nomination Administration module. In this module, we will discuss the training and nomination functions included in the Incident Qualifications and Certification System (IQCS) and how they can be used to streamline the logistics of scheduling course sessions, nominating and prioritizing responders for sessions, and recording course session results. This includes how to create a course session, course session enrollment, responder training records, training administration and nominating and prioritizing responders.

IQCS users are not allowed to enter, edit or remove their own data on any pages, with the exception of experience records, in the IQCS application.

TABLE OF CONTENTS

Overview	1
Training Administration	4
Using Course Sessions	4
Active Courses	5
Creating a Course Session	6
Instructions – Creating a Course Session	7
Nomination Workflow	9
Course Session Security	10
Instructions – Course Session Security Groups	11
Selecting Facilities and Instructors Instructions	12
Instructions – Managing Facilities and Instructors	12
Student Enrollment	13
Rapid Session Administration	14
Instructions – Rapid Session Administration	14
Course Session Enrollment	15
Instructions – Course Session Enrollment	15
Group Enrollment	16
Instructions – Group Enrollment	16
Reschedule Students Between Sessions	17
Instructions – Reschedule Students Between Sessions	17
Create/Update Course Wait List	17
Instructions – Create/Update Course Wait List	18
Updating Attendance	19
Instructions – Updating Session Attendance	19
Updating a Course Session	20
Instructions – Updating a Course Session	20
Completing a Course Session	21
Instructions – Completing a Course Session	21
Awarding Credit for Attending a Course	22
Manually Crediting Course Completion	22
Instructions - Manually Crediting Course Completion	23

View Responder Training Records	24
Instructions - Responder Training Summary	24
Instructions - Responder Summary History.....	24
Instructor Tables	25
Adding Instructors to the Instructor Table.....	26
Instructions - Adding Instructors to the Instructor Table	26
Course Instructor Histories	27
Instructions – Course Instructor History	27
Viewing Instructor History	28
Instructions – Viewing Instructor History.....	28
Managing the Facilities Table	29
Instructions – Managing the Facilities Table.....	29
Managing the Vendor Table	31
Instructions – Managing the Vendor Table.....	31
Training Nomination	32
Responder Records.....	32
Instruction - Submitting a Training Nomination.....	34
Nominee Details	36
Instructions - Unit Level Prioritization.....	37
Final Prioritization	38
Priority by Unit.....	39
Enroll, Waitlist, and No Action Checkboxes.....	40
Process for Final Priority Session Enrollment.....	41
Instructions – Summary Listing.....	41
Training Administration Related Reports.....	42

TRAINING ADMINISTRATION

IQCS has a built-in training function designed to simplify the logistics related to scheduling training course sessions and recording the results of those sessions. This includes selecting instructors and facilities for each training session; enrolling selected responders in course sessions; creating tent cards, name tags, and certificates; and documenting the results of training.

The advantage to using session administration is that the course completion will be automatically credited to the responder's competencies and training record. This eliminates the need for the users to manually input the course completion credit.

USING COURSE SESSIONS

Course session management is utilized in IQCS by creating a course session from an active course, rostering students manually or through the nomination process, and completing the session. When students are enrolled into a session, their Responder Training page is updated to reflect enrollment. When the course session is complete, enrollment status is changed to Complete in the responder's training records and the competency(ies) are awarded.

You should never create a course session if you did not host the course. If a responder in your unit completed a course that has not been documented in IQCS, then add the completion of the course in the responder's training record.

The screenshot displays the 'Course Session Administration' form in the IQCS system. The form is organized into several sections:

- Course Session Info:** Includes fields for Course (S130 Firefighter Training), Session Number (00000), School (NWCG Training Committee), and Course Status (Active).
- *Session Status:** A dropdown menu set to 'Active'.
- Start/End Dates:** Two date pickers showing 11/13/2017 and 11/16/2017.
- Start/End Times:** Two time pickers showing 8:00AM and 4:00PM.
- Duration:** A text field with '30.0' and a 'Duration Unit' dropdown set to 'Hour'.
- Min Students/Session:** A text field with '1'.
- Max Students/Session:** A text field with '999'.
- Vendor ID:** A text field with a search icon.
- Course Coordinator ID:** A text field with '0000010235' and a search icon, followed by the text 'Supervisor, Sally'.
- Course Offer Level:** A dropdown menu.
- Sponsor Unit ID:** A text field with a search icon.
- Nomination Deadline Date:** A date picker.
- Nomination Notification Date:** A date picker.
- Pework Due Date:** A date picker.
- Session Administration:** A section with checkboxes for 'Session Administration' (checked), 'Nomination Workflow', 'Rescheduled', and 'Within Area'.
- Course Session Security:** A section with a 'Security Group ID' text field and a 'Populate List From Group' button.
- Security Group List:** A table with columns for 'Empl ID' and a search icon. The table is currently empty.
- Navigation:** A row of buttons: 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

ACTIVE COURSES

If you want to use IQCS session management, a course will have to be defined on the course table as active.

All National Wildfire Coordinating Group (NWCG) courses and many agency-specific courses are loaded in the Course table in IQCS. Information specific for each course, as described in the [Field Manager's Course Guide \(FMCG\)](#), is also held in the Course table.

A Course Status of Active denotes an active course. An inactive course is one that is no longer in use. You cannot create a session for an inactive course.

The screenshot displays the 'Course Session Info' form in the IQCS system. The form is divided into several sections. At the top, there are tabs for 'Course Session Info', 'Location, Instructor', 'Equipment', and 'Expense'. The 'Course Session Info' tab is active. The form contains the following fields and values:

- Course:** S130 Firefighter Training **Course Status:** Active
- Session Number:** 00000 **School:** NWCG Training Committee
- *Session Status:** Active (highlighted with a red box)
- Start/End Dates:** 11/13/2017 to 11/16/2017
- Start/End Times:** 8:00AM to 4:00PM
- Duration:** 30.0 **Duration Unit:** Hour
- Min Students/Session:** 1 **Max Students/Session:** 999
- Vendor ID:** (empty)
- Course Coordinator ID:** 0000010235! X Supervisor, Sally
- Course Offer Level:** (empty)
- Sponsor Unit ID:** (empty)
- Nomination Deadline Date:** (empty) **Nomination Notification Date:** (empty) **Pework Due Date:** (empty)
- Session Administration:** ☒ **Nomination Workflow:** ☐ **Rescheduled:** ☐ **Within Area:** ☐
- Course Session Security:** **Security Group ID:** (empty) **Populate List From Group:** (button)
- Empl ID:** (empty) **Personalize | Find | View All | First | 1 of 1 | Last**

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

CREATING A COURSE SESSION

The training officer or course coordinator schedules a course session in IQCS by adding a course session for an active course. The system will automatically assign a session number upon saving.

Course Session Info		Location, Instructor	Equipment	Expense
Course:	PHFT-A	Physical Fitness - Arduous		Course Status: Active
Session Number:	25396	School:		
*Session Status:	Active	<input checked="" type="checkbox"/> Session Administration <input type="checkbox"/> Nomination Workflow <input type="checkbox"/> Rescheduled <input type="checkbox"/> Within Area		
Start/End Dates:	03/07/2016	03/07/2016		
Start/End Times:	8:00AM	9:30AM		
Duration:	1.0	Duration Unit:	Hour	
Min Students/Session:	1	Max Students/Session:	999	

Each session number is unique to that particular course. It is associated with the specific start and end dates of a particular offering. You should note the session number assigned for future use and tracking. Completed sessions numbers should never be reused.

When you create a course session, accept the status of Active. Students can only be enrolled in active sessions.

INSTRUCTIONS – CREATING A COURSE SESSION

To create a course session, follow the process below.

1. Navigate to **Training Administration > Define Course Sessions > Course Sessions**.
2. Select the **Add New Value** tab.
3. **Course Code:** Enter the without a hyphen (e.g. S230) for the course you are creating a course session for or use the **Look Up** feature to select from a list of all courses.
4. Select the **Add** button.
5. **Session Status:** Accept the default of Active.
 - **Active.** Active course sessions can be managed by users with access.
6. **Session Administration:** Accept the check in the checkbox.
 - When checked, the session's enrollment, instructors, reports, certificates, etc. are managed in IQCS. Responder training records and competency records updated.
 - If the box is not checked, responders cannot be enrolled nor will competency records or training records be updated.
7. Select the [Nomination Workflow](#) check box if you want to use the training nomination process built into IQCS for this course session (see the next section of this document to learn about nomination workflow).
 - When checked, this indicates the session is included as a choice in the nomination workflow.
 - If the box is not checked, the session will not show up in the list of courses for which a responder can be nominated.
8. **Rescheduled:** Select the box if you are changing session information.
 - Check the Rescheduled box only if you change session information, such as dates or times, so you know you have made changes to the original information. When you select this check box and save the page, the system changes the letter code in the student training record to *RSC* (reschedule).
9. The **Within Area** box indicates the intent to have courses taught to the local area students.
10. **Start Date and End Date:** Enter a start and end date for the course session.
 - If you change the date or time of the session after your initial save, you will have to change the date and time on both the Session Information tab and on the Location/Instructor tab. If you do not change the date and time in both places you will get a Cut Session error message.
11. **Start Time and End Time:** Enter start and end time for the course session
12. **Duration:** Is automatically populated from the Course table and is editable. The duration unit defaults to 'Hour', which is the most commonly used value. Duration can be changed to other units of measure.
13. **Min Students/Session and Max Students/Session:** Enter the values that fit your session. The values of 1 and 999 have been set in the Course table in order to give the most flexibility to the system.
14. **Vendor ID:** If a vendor offers the course, enter the Vendor ID in.

15. **Course Coordinator ID** -Look up and select the course coordinator or enter the **EmplID** of the course coordinator.
16. **Course Offer Level:** Select the level (coverage) of the course.
17. **Sponsor Unit ID:** Enter the unit id of the office sponsoring the training.
18. Enter or look up the **Nomination Deadline** and the **Nomination Notification Date** when the course uses the nomination process.
19. **Pre-work Due Date:** Enter or look up the when the session has pre-work required.
20. Enter a Security Group ID or any **EmplIDs** who have session access into the [Course Session Security](#) area.
 - IQCS applies security to session management. Only those individuals with designated access will be able to make changes to session data, including enrollment, dates, and session completion. These individuals are: session creator, course coordinator, and those identified under authorized session access.
21. Select the **Save** button.
22. Note the **Session ID Number** that was created for the session after you saved the course session.

NOMINATION WORKFLOW

The Nomination Workflow is a process by which IQCS is utilized to manage enrollment requests, multiple levels of prioritization, and a final enrollment roster for an active course session.

To use the nominate process, the Nomination Workflow check box must be selected when you are creating a course session. This indicates the session is included as a choice in the nomination workflow. If the box is not checked, the session will not show up in the list of courses for which a responder can be nominated.

Course Session Info		Location, Instructor	Equipment	Expense
Course:	M581	Fire Program Management		Course Status: Active
Session Number:	00075	School:	NWCG Training Committee	
*Session Status:	Active ▼	<input checked="" type="checkbox"/> Session Administration <input checked="" type="checkbox"/> Nomination Workflow <input type="checkbox"/> Rescheduled <input type="checkbox"/> Within Area		NWCGTC
Start/End Dates:	09/14/2015 [31]	09/18/2015 [31]		
Start/End Times:	8:00AM	5:00PM		
Duration:	50.0	Duration Unit:	Hour ▼	
Min Students/Session:	1	Max Students/Session:	999	

It is important to remember that the identified Max and Min Students/Session field does affect the Nomination Workflow process. If the number of enrollment requests exceeds the identified Max Students/Session number, during the Final Prioritization process, the system will automatically wait-list students who have been selected but exceed the max. The system will advise the user with the following warning message:

Warning - The number of students enrolled in this session exceeds the maximum number of students specified for the session on the Course Session Table. This is a warning message only.

A user will not get the above message using Rapid Session Enrollment or Course Session Enrollment.

COURSE SESSION SECURITY

There may be times when you want to allow a group of users access to modify a course session that you created. For instance, you could create a security group for a regional training center whose employees may all need access to all courses held at their facility.

Course Session Info		Location, Instructor		Equipment		Expense	
Course:	RT130	Annual Fire Safety Refresher			Course Status: Active		
Session Number:	00005	School:	NWCG Training Committee				
*Session Status:	Active	<input checked="" type="checkbox"/> Session Administration		NWCGTC			
Start/End Dates:	11/17/2017	11/17/2017	<input checked="" type="checkbox"/> Nomination Workflow				
Start/End Times:	08:00	16:30	<input type="checkbox"/> Rescheduled				
Duration:	32.0	Duration Unit:	Hour				
Min Students/Session:	1	Max Students/Session:	999				
Vendor ID:							
Course Coordinator ID:	00000119737	Supervisor, Steve A					
Course Offer Level:							
Sponsor Unit ID:	ID-JFCD						
Nomination Deadline Date:		Nomination Notification Date:		Pework Due Date:			
Course Session Security							
Security Group ID:		Populate List From Group					
Personalize Find View All First 1 of 1 Last							
Empl ID							

INSTRUCTIONS – COURSE SESSION SECURITY GROUPS

Follow the directions below to create and populate the Course Session Security Group.

1. Navigate to **Training Administration > Define Course Sessions > Course Session Security Group**.
2. **Add a New Value.** Select the tab to add your group. This is not the same group that is created in the Responder Administrative section of IQCS. This group is only for those users with security access to a course session.
3. **Group ID.** Enter your desired name for the group. The **Group ID** field is up to six (6) characters long.
4. **Group Members.** Select to add the group members. Only IQCS users with an EmplID assigned to their account can be included.

To add this group to a course session Authorized Session Access, follow the following process.

1. Navigate to **Training Administration > Define Course Sessions > Course Sessions**.
2. Search for and select course session.
3. Enter the Group ID and select the **Populate List From Group Button**.
4. Select the **Save** button.

SELECTING FACILITIES AND INSTRUCTORS INSTRUCTIONS

After you create a course session, you can assign facilities and instructors to that course session.

The screenshot displays the 'Location, Instructor' tab for a course session. The 'Training Location' section includes fields for Start/End Dates (06/08/2015 to 06/11/2015), Start/End Times (8:00AM to 5:00PM), Duration (30.0), Duration Unit (Hour), Facility (BODTR), and Vendor ID. The 'Instructor' section shows a table with columns for Vendor, Instructor ID, Name, and Instr Lvl. Three instructors are listed: Trench, Cup (Lead), Shovel, Sammy (Unit), and Dawg, Olde (Unit).

INSTRUCTIONS – MANAGING FACILITIES AND INSTRUCTORS

Follow the directions below to assign facilities and instructors to a course session.

1. Navigate to **Training Administration > Define Course Sessions > Course Sessions**.
2. Search for and select course session.
3. Select the Location, Instructor Tab
4. In the **Training Location** section:
 - a. Use the **Look Up** feature to select the facility where the training will be held. The facility name will appear in the block next to the facility code. For facility contact information, select the **Training Facility Address** link. This information is held on the Facility Table.
 - b. The **Training Room** hyperlink will appear if rooms have been identified on the Facilities Table. Select the room where the training will be held.

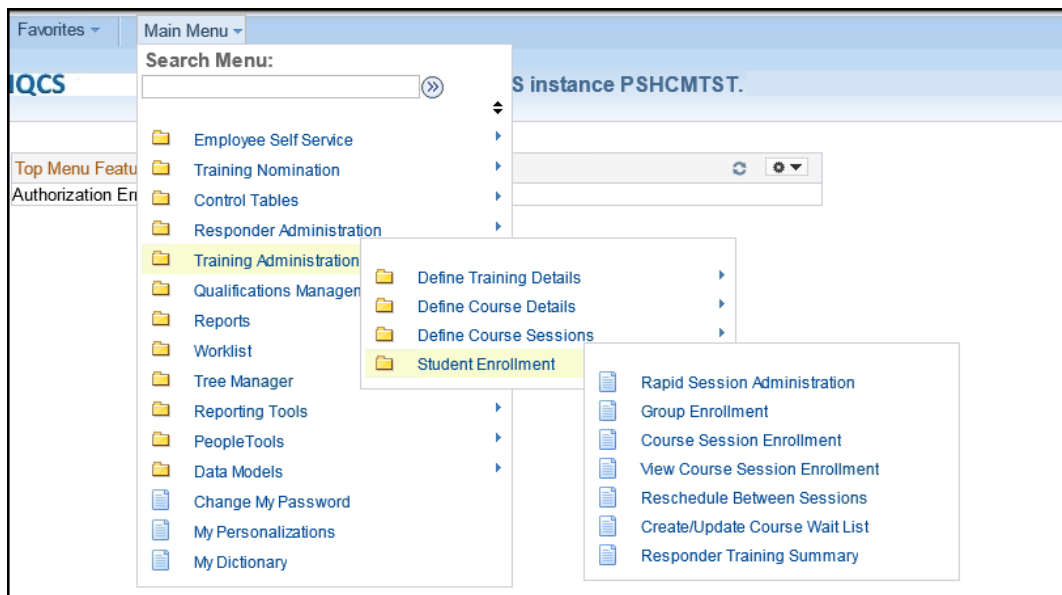
Note. Training rooms with adequate seating will appear in the list.

 - i. Select **OK**. The page will return to the **Location, Instructor** tab.
5. **Vendor ID.** Use the **Look Up** feature to select the **Vendor ID when an instructor is a through a vendor**. Vendor information is stored in the Vendor Table.
6. **Instructor ID.** Use the **Look Up** on the **Instructor ID** field and select an instructor.
 - Only instructors who are identified on the Instructor Table for the course will be listed. See the [Adding Instructors](#) section.
 - To search for an instructor, enter as much information as you have to narrow the search.

- Only one instructor can be selected at a time. Select the + button to add more instructors to the session (the type of instructor, lead or unit, is designated on the Instructor Table but can be edited at this location).
7. Select the **Save** button.

STUDENT ENROLLMENT

Enrolling students in a course session in IQCS and maintaining session enrollment information will develop and maintain the course training roster. You will not have to update a responder's record individually for courses managed within IQCS. When the session is completed, those students who successfully completed a course will have the competency for the course added to their training record then posted to their master record.



There are multiple pathways to enroll students and maintain rosters in sessions.

- [Rapid Session Administration](#) displays minimal information about the responder but allows the user to enroll a number of responders rapidly and to easily view a list of responders enrolled.
- [Course Session Enrollment](#) displays the most information about the responder.
- [Group Enrollment](#) allows user to define a Group and enroll them all at once into a session.
- [Reschedule between Sessions](#) allows you to move a responder's enrollment from one active session to another.
- [Create/Update Course Wait List](#) allows the user to create and manage course (not session) waitlists.

Session enrollment allows you to select from all responders in the database. Clicking on the magnifying glass will return the first 300 records. Obtaining basic information about your students, such as EmplID and Unit ID, is favorable for this function.

When you are enrolling courses, you should limit enrollments to under 75 students. The PeopleSoft functionality limits the success of completing large sessions.

RAPID SESSION ADMINISTRATION

Rapid Session Administration provides the capability to enroll a large number of students in a session quickly. This screen also allows you to see a list of students assigned to the course session.

Rapid Enrollment											
Course:	S131	Firefighter Type 1 Training	Session #:	00019	Active						
Start Date:	01/15/2017	Start Time:	8:00AM	Coordinator:	0000030102	Unit ID:	NM-KLQ				
Facility:		Language:		Pine, Mathew							
Min Students:	1	Max Students:	999	<input type="button" value="Prerequisite Checking"/>							
Nbr Enrolled:	1	Nbr Waiting:	0	Go to Course Session Setup							

Attendance											
Empl ID	Name	Nom Form	Unit ID	*Attendance	Status Date	Priority	Prereq-Met	Letter Code		Date Letter Printed	
1 00000000240	Hood, Robon U		ND-FTA:Fort Totten Agency	Enrolled	09/01/2017		<input type="checkbox"/>	CON		Confirmed	<input type="button" value="+"/> <input type="button" value="-"/>

INSTRUCTIONS – RAPID SESSION ADMINISTRATION

1. Navigate to **Training Administration > Student Enrollment > Rapid Session Administration**.
2. Search and select course session.
3. Type in or look up the responder's **EmplID**.
4. **Attendance Status** will default to **Enrolled**. Change this if necessary.
5. Using the **+** button will allow you to add more students to the session. Repeat this step if entering multiple students.
6. Once all students are enrolled, click on the **Prerequisite Checking** button. IQCS will check and verify that each student meets the requirements.
 - If the student meets the prerequisites, the Prerequisites Met box will be checked.
 - If there are no course or competency prerequisites for the course, you will see a dialog box confirming that there are no prerequisites for the course.
7. Select **Save**.

You will receive a warning if you enroll a student who has already taken the course. This does not prevent you from enrolling the student. IQCS will also warn you if a student is already enrolled in another session for the same dates.

Note: Changing the attendance status on the Rapid Enrollment page to Completed will not immediately credit the responder's record with the course competency. The course session needs to be changed to COMPLETE in order for the competency to be immediately awarded for each responder.

You can use the Course Session Setup link to transfer to the Course Session page where you initially set up the course session.

COURSE SESSION ENROLLMENT

An alternate method for enrolling students is the Course Session Enrollment, which provides more details about each student. However, this method should be used sparingly as it is difficult to see everyone who is enrolled in one view.

Course Session Enrollment

Course: S131 Firefighter Type 1 Training Session #: 00019 Active

Start Date: 01/15/2017 Start Time: 8:00AM

Facility: Language:

Min Students: 1 Max Students: 999

Nbr Enrolled: 1 Nbr Waiting: 0

[Prerequisite Checking](#) [Go to Course Session Setup](#)

Attendance Find | View All First 1 of 1 Last

Empl ID: 00000000240 Name: Hood, Robon U

*Enrollment/Attendance: Enrolled Status Date: 09/01/2017

Trn Reason: Prerequisites Met

Letter Code: CON Confirmed Date Letter Printed: Grade:

Organization Code

Business Unit: BIA00 Bureau of Indian Affairs

Org Code: AAA05100 Fort Totten Agency

Demand from Budget Training

*Training Plan Category (Invalid Value)

Training Duration

☒ Training Duration from Session ☐ Specify Student Duration

Time Spent at Training Hour

INSTRUCTIONS – COURSE SESSION ENROLLMENT

1. Navigate to **Training Administration > Student Enrollment > Course Session Enrollment**.
2. Search and select course session.
3. **EmplID**. Type in or look up the responder's EmplID.
4. The **Enrollment/Attendance** field will default to **Enrolled**, and the **Letter Code** will display **CON** for "Confirmed."
5. The **Status Date** is automatically populated with today's date.
6. **Trn Reason**: Select the Trn Reason dropdown menu and select the appropriate training reason.
7. **Prerequisite Checking**: Select the Prerequisite Checking button. If the student meets the prerequisites, the Prerequisites Met box will be checked. A **Notes** button will appear. The **Notes** button will display a message explaining whether or not the prerequisite courses and competencies have been met for this responder.
8. **Select OK** to return to the Course Session Enrollment.
9. Use the **+** button to add more students to the session.
10. Select **Save** once you are finished enrolling students.

You can use the **Go to Course Session Setup** link to transfer to the Course Session page where you initially set up the course session.

GROUP ENROLLMENT

Allows user to define a Group and enroll them all at once into a session. See the Responder Administration Module for instructions on creating a group.

The screenshot displays the 'Group Enrollment' interface. At the top, course details for 'S130 Firefighter Training' are shown, including session number '02545', start date '06/08/2015', start time '8:00AM', and facility information. A 'Prerequisite Checking' button is visible. To the right, an 'Enroll By Group' dialog box is open, showing 'Unit ID' as 'ID-NIC' and 'Group ID' as 'TST', with a 'Load Students' button. Below this, the 'Enrolled List' table shows four students with their IDs, names, unit IDs, attendance status, status dates, letter codes, and confirmation status. At the bottom, an 'Attendance' table shows two students with their IDs, names, unit IDs, attendance status (Enrolled), status dates, prerequisite status, notes, letter codes, and confirmation status.

Enroll ID	Name	Unit ID	Attendance	Status Date	Letter Code	Date Letter Printed
1 00000094555	Dawg, Olde	NM-CAF: Carson National Forest	Dropped	07/07/2015	CON	Confirmed
2 00000094528	Trench, Cup	ID-FCA: NIFC Bureau of Indian Affairs	Enrolled	07/07/2015	CON	Confirmed
3 00000094625	Supervisor, Steve	OR-DEF: Deschutes National Forest	Enrolled	07/07/2015	CON	Confirmed
4 00000094351	Coordinator, Christine	ID-SER: Southeast Idaho Wildlife Refuge Complex	Session Waitlist	07/07/2015	WTS	Sessn Wait

Enroll ID	Name	Unit ID	*Attendance	Status Date	Prerequisites Met	Notes	Letter Code	Date Letter Printed
1 00000094324	Shovel, Sammy	ID-ISO: Idaho State Office	Enrolled	07/07/2015	<input checked="" type="checkbox"/>	Notes	CON	Confirmed
2 00000094690	Johnson, Randy	ID-ISO: Idaho State Office	Enrolled	07/07/2015	<input checked="" type="checkbox"/>	Notes	CON	Confirmed

INSTRUCTIONS – GROUP ENROLLMENT

1. Navigate to **Training Administration > Student Enrollment > Group Enrollment**.
2. Search for and select the desired course session.
3. **Unit ID**: Search for and select the Unit ID you will work with.
4. **Group ID**: Search for and select the Group ID of an existing group.
5. **Load Students**: Select Load Students.
6. Students assigned to the group will be enrolled into the course.
7. The **Enrollment/Attendance** field will default to **Enrolled**, and the **Letter Code** will display **CON** for "Confirmed."
8. Status Date is automatically populated with today's date.
9. **Prerequisite Checking**: Select the Prerequisite Checking button.
 - If the student meets the prerequisites, the Prerequisites Met box will be checked.
 - If there are no course or competency prerequisites for the course, you will see a dialog box confirming that there are no prerequisites for the course.
10. Select the **Save** button.

You can use the Go to Course Session Setup link to transfer to the Course Session page where you initially set up the course session.

RESCHEDULE STUDENTS BETWEEN SESSIONS

This allows you to move a responder's enrollment from one active course session to another active session of the same course. This page will list all the students for all sessions of the course you have identified.

Course: S130		Firefighter Training						
Attendance		Personalize Find View 100 First 1-10 of 109 Last						
Current Session #	Current Status		New Session #	New Status	Status Date	ID	Student Name	Letter
02617	Sessn Wait	03/07/2016		Sessn Wai	08/06/2015	00000101243	Dawg,Olde	WTS
02617	Sessn Wait	03/07/2016		Sessn Wai	08/06/2015	00000101244	Newbie,Ima	WTS
02617	Sessn Wait	03/07/2016		Sessn Wai	08/06/2015	00000101245	Flowers,Dewey	WTS
02617	Sessn Wait	03/07/2016		Sessn Wai	08/06/2015	00000101248	Gator,Ally	WTS
02616	Enrolled	09/07/2015		Enrolled	08/06/2015	00000101246	Hood,Robin	CON

INSTRUCTIONS – RESCHEDULE STUDENTS BETWEEN SESSIONS

1. Navigate to **Training Administration > Student Enrollment > Reschedule Between Sessions**.
2. Look up and select the **Course Code**.
3. All students for all sessions will be listed. Use the "Find" link in the Attendance bar to locate a specific student.
4. Enter the Session number you want to enroll that student in. There may be a wait-listed responder, but at this time you can change the student's attendance status to Enrolled or another status.
5. Select the **Save** button.

CREATE/UPDATE COURSE WAIT LIST

The Create/Update Course Wait List page allows the user to create and manage course and course session waiting lists. This will list all students with a wait list status for an identified course. You can manage attendance on this screen by enrolling wait-listed students into a course session and adding/removing students from/to a course or course session waiting list.

Course: S130		Firefighter Training						
Nbr Waiting: 38								
Attendance		Personalize Find View All First 1-10 of 38 Last						
Empl ID	Name	*Attendance	Letter Code	*Waitlist Dt	Session #	Status Date		
00000101243	Dawg,Olde	Sessn Wait	WTS	08/06/2015	02616	08/06/2015	+	-
00000101245	Flowers,Dewey	Sessn Wait	WTS	08/06/2015	02616	08/06/2015	+	-
00000101243	Dawg,Olde	Sessn Wait	WTS	08/06/2015	02617	08/06/2015	+	-
00000101244	Newbie,Ima	Sessn Wait	WTS	08/06/2015	02617	08/06/2015	+	-
00000101245	Flowers,Dewey	Sessn Wait	WTS	08/06/2015	02617	08/06/2015	+	-
00000101246	Hood,Robin	Sessn Wait	WTS	08/06/2015	02617	08/06/2015	+	-
00000101248	Gator,Ally	Sessn Wait	WTS	08/06/2015	02617	08/06/2015	+	-

INSTRUCTIONS – CREATE/UPDATE COURSE WAIT LIST

1. Navigate to **Training Administration > Student Enrollment > Create/Update Course Wait List**.
2. **Course Code:** Look up and select a Course Code.
3. If there are students identified as wait-listed for a course and/or course session, they will be displayed. Students listed as session waitlisted at this location will also be displayed on the session roster.
4. To add a student to a course waiting list, select the+ button at the end of a row.
5. **EmplID:** Search for and select, or enter the EmplID of, the student you wish to add. Upon entering the EmplID, the name field will be populated. Student names are hyperlinked to course or course session information.
6. **Attendance:** The Attendance field will auto populate for course waiting list but can be changed to identify session waiting list.
7. **Waitlist Dt:** The Waitlist Dt field will auto populate with current date, edits are permitted.
8. **Session #:** Leave blank or you can use the Look Up feature to select an active course session to wait-list the student in.
9. **Status Date:** Identifies the date that the student attendance data was entered and/or edited.
10. Select the **Save** button.

UPDATING ATTENDANCE

You can update a responder's training attendance at multiple locations within IQCS depending on your security access. Follow the directions below to use Rapid Session Administration to maintain a session roster.

Rapid Enrollment

Course: S131 Firefighter Type 1 Training Session #: 00018 Active
 Start Date: 01/15/2017 Start Time: 7:00AM Coordinator: 0000000031 Unit ID:
 Facility: Ft. Wainwright Language: Leader: Julie A
 Min Students: 1 Max Students: 999
 Nbr Enrolled: 3 Nbr Waiting: 0

[Prerequisite Checking](#) [Go to Course Session Setup](#)

Empl ID	Name	Nom Form	Unit ID	*Attendance	Status Date	Priority	Prereq. Met	Letter Code	Date Letter Printed
1 00000000030	New, Ome A.	i	AZ-DMQ Davis Monthan Air Force Base	Enrolled	03/01/2017			CON	Confirmed
2 00000000033	Hood, Robon A.	i	AZ-DMQ Davis Monthan Air Force Base	Enrolled	03/01/2017			CON	Confirmed
3 00000000042	Johnson, Robert A.	i	AZ-DMQ Davis Monthan Air Force Base	Enrolled	03/01/2017			CON	Confirmed

INSTRUCTIONS – UPDATING SESSION ATTENDANCE

- Navigate to **Training Administration > Student Enrollment > Rapid Session Administration**.
- Search and select the correct course session.
- Change the **Attendance** field as needed. This information will be written to the responder's training record. The only one that will change upon the session status being updated from active to complete is the enrolled status, which will change to completed.
 - Enrolled** indicates responder was enrolled and attended the course session.
 - Incomplete** indicates responder attended but did not complete the entire session or complete training requirements.
 - No Show** indicates responder was enrolled but did not show up for the session.
 - Dropped** indicated the student was not able to attend or withdrew from session.
 - Session Waitlist** indicates responder was waitlisted and not able to get into the session.
 - Complete.**
 - Changing the attendance status to Completed will not immediately credit the responder's record with the course competency. **You have to complete the session** in order for the competency to be immediately awarded.
 - Cancelled. Do not change the responder's status to Cancelled.**
 - The status of cancelled is used when the entire course session has been cancelled, not for a specific student.
- Select the **Save** button.

UPDATING A COURSE SESSION

There are times when the course session will have to be updated to new course date/time, location, course coordinator, instructors, etc. Updating this information is easily done but can only be accomplished by individuals with security access to the session. These individuals are the: session creator, course coordinator, and those identified under authorized session access.

INSTRUCTIONS – UPDATING A COURSE SESSION

To update information on an already existing course session, follow the process below.

1. Navigate to **Training Administration > Define Course Sessions > Course Sessions**.
2. Search and select course session.
3. Make changes to the appropriate field(s). The following highlights important information when changing specific fields.
 - **Session Status**
 - **Active.** Course session is active can be managed by users with access.
 - **Cancelled.** Course session has been cancelled. Result of session created incorrectly or course session was cancelled for other reasons.
 - **Completed.** Course session has been completed. Competencies will be awarded.
 - **Start Date and an End Date**
 - If you change the date or time of the session after your initial save, you will have to change the date and time on both the Session Information tab and on the Location/Instructor tab. If you do not change the date and time in both places you will get a Cut Session error message.
 - **Start Time and End Time**
 - If you change the date or time of the session after your initial save, you will have to change the date and time on both the Session Information tab and on the Location/Instructor tab. If you do not change the date and time in both places you will get a Cut Session error message.
 - **Rescheduled**
 - Check the Rescheduled box only if you change session information, such as dates or times, so you know you have made changes to the original information. When you select this check box and save the page, the system changes the letter code in the student training record to *RSC* (reschedule).
 - **Course Session Security**
 - IQCS applies security to session management. Only those individuals with designated access will be able to make changes to session data, including enrollment, dates, and session completion. These individuals are: session creator, course coordinator, and those identified under authorized session access.
4. **Save** button.

COMPLETING A COURSE SESSION

Before completing the course session, you must ensure that the session roster is correct. Competencies will be awarded to those students who successfully completed the course and information will be added to the responder's training record.

Course Session Info		Location, Instructor	Equipment	Expense
Course:	S130	Firefighter Training		Course Status: Active
Session Number:	02642	School:	NWCG Training Committee	
*Session Status:	<div>Active</div> <div>Cancelled</div> <div>Complete</div>		<input checked="" type="checkbox"/> Session Administration <input type="checkbox"/> Nomination Workflow <input type="checkbox"/> Rescheduled <input type="checkbox"/> Within Area	NWCGTC
Start/End Dates:	11/13/2017	11/16/2017		
Start/End Times:	8:00AM	4:00PM		
Duration:	30.0	Duration Unit:	Hour	
Min Students/Session:	1	Max Students/Session:	999	

INSTRUCTIONS – COMPLETING A COURSE SESSION

To complete an existing course session, follow the process below.

1. Navigate to **Training Administration > Define Course Sessions > Course Sessions**.
2. Search and select course session.
3. Once you are sure that the student roster and enrolment is correct, change the **Session Status to Complete**. This will complete the session and award the competency for each student who attended the course session.
4. Select the **Save** button.

You can view the responder's record to verify the course completion information has been posted. Upon completion of the course session, Course Session Costs can be updated.

Remember, the update to the responder's training record and the awarding of the competency is an automatic process when a session completed. **If the session roster is not correct and an incorrect competency is awarded to a responder, simply reactivating the session and changing the status will not fix the responder's record.** To correct the record, you will need to advise the responder's home unit training officer and/or submit a help desk ticket to remove the incorrect competency. Competencies are what the application used to determine if a responder is qualified in a position; an incorrectly awarded competency could incorrectly qualify a responder.

AWARDING CREDIT FOR ATTENDING A COURSE

There are two ways to give a responder credit for having attended a course:

- **Session Administration.** [Create a course session](#), [enroll students](#), and [complete the session](#)
- **Manually Crediting.** Adding the completed training to the responder's training record on the **Responder Training** page.

Remember, **do not create a course session if you did not host the course.** If a responder in your unit completed a course that has not been documented in IQCS, then add the completion of the course in the responder's training record.

MANUALLY CREDITING COURSE COMPLETION

If a course is not managed via course session in IQCS but a responder has documentation that they have completed a course that is applicable to a position qualification, then his or her training record will have to manually updated.

Remember that account managers will not have to manually update a responder's record for courses managed within IQCS via course session.

Most training will be added under the default IQCS Training tab.

- The **IQCS Training** tab is for recording training for courses that have been identified in the course table. Training required for a qualification will be added under this tab and will award competencies if attendance status is 'Completed'. These records can be manually entered or system entered by Session Management.
- The **Converted Training** tab is for training which was migrated from the legacy systems.
- The **External Training** tab is used to record training that is not identified on the course table and will not award a competency.

IQCS Training <u>Converted Training</u> External Training							
Dawg, Olde			Empl ID: 00000101243				
<div>Personalize Find View 10 First 1-12 of 12 Last</div>							
Course Information		Student Information					
Course Code	Session #	Course Title	Start Date	End Date	*Attendance	Training Reason	
1 M581	00075	Fire Program Management	09/14/2015	09/18/2015	Enrolled		
2 PHFT-A		Physical Fitness - Arduous	07/01/2015	07/01/2015	Completed		
3 ICS100		Introduction to ICS	05/12/2015	05/12/2015	Completed	Job Reqmt	
4					X-Course Waitlist		

INSTRUCTIONS - MANUALLY CREDITING COURSE COMPLETION

To update manually award training to a responder that was not managed by session administration in IQCS, follow the process below.

1. Navigate to **Qualification Management > Competency Management > Responder Training**.
2. Search and select responder.
 - Once you have selected a responder, the training page will appear with the responder's data and their attendance (Enrolled, Completed, Failed, etc.) record for each course.
3. Select the tab that you will be entering training information under.
 - Most training will be added under the default IQCS Training tab.
4. Select the **plus (+)** button to add a new row.
5. Enter or look up the **Course Code**; Session number will not be entered.
6. Enter or select the start and end dates for the course.
7. Change **Attendance** to **Completed** if you have a training certificate on file.
8. **Training Reason**. Not a required field but is for tracking purposes only.
9. Select the **Save** button.

If the course has competencies associated with it, the responder's competency record will be automatically credited with the competencies.

VIEW RESPONDER TRAINING RECORDS

You can confirm a responder's completed training by navigating to the Responder Training Summary or to the Responder Summary History pages.

INSTRUCTIONS - RESPONDER TRAINING SUMMARY

To view a responder's training history, follow the process below.

1. Navigate to **Training Administration > Student Enrollment > Responder Training Summary**.
2. Search and select responder.
3. This screen will show a summary for all training for a responder. This is a read-only screen.

Student Training Summary

Dawg,OldeEmployeeEmpl ID: 00000101243CH ID:

Training SummaryPersonalizeFindView AllFirst1-5 of 5Last

Session	Status
Course	Title
S130	Firefighter Training
ICS100	Introduction to ICS
IS700	NIMS An Introduction
IS800	Natl Response Framework, Intro
ICS200	ICS for Single Resources & IA

Session #	Course Start Date	Course End Date
02617	03/07/2016	03/10/2016
	05/12/2015	05/12/2015
	04/25/2015	04/25/2015
	04/25/2015	04/25/2015
	05/18/2013	05/18/2013



INSTRUCTIONS - RESPONDER SUMMARY HISTORY

To view a responder's training history, follow the process below.

1. Navigate to **Qualification Management > Competency Management > Responder Summary History**.
2. Enter or look up the responder's record that you would like to review.
3. This screen will show the summary history for a responder. This is an information only screen. Select the Training Summary tab to view a responder's training summary history.

Qual Card Summary	Current Competencies	Task Book Summary	Experience Summary	Training Summary	Instructor History
-------------------	----------------------	-------------------	--------------------	------------------	--------------------


















Empl ID: 00000101243 Dawg,Olde

Training Summary			Personalize	Find			First	1-5 of 5	Last
Course Code	Course Title	Course Session Nbr	Course Start Date	Course End Date	Status				
S130	Firefighter Training	02617	03/07/2016	03/10/2016	Enrolled				
ICS100	Introduction to ICS		05/12/2015	05/12/2015	Completed				
IS700	NIMS An Introduction		04/25/2015	04/25/2015	Completed				
IS800	Natl Response Framework, Intro		04/25/2015	04/25/2015	Completed				
ICS200	ICS for Single Resources & IA		05/18/2013	05/18/2013	Completed				

INSTRUCTOR TABLES

In order to select the correct instructor while setting up a course session, the instructor will have to be present on the Instructor Table. Entering instructors in the Instructor Table and then identifying them at the session allows users to:

- Manage information about internal and external instructors.
- Track instructor history.
- Find instructors for specific courses.
- Track instructor costs and areas of expertise.
- Compare instructor requirements for a course against an instructor's competency profile.

Instructor History						
Instructor ID: 00000101247 Coordinator,Christine						
Vendor Name:						
Courses Taught						
Personalize Find View All   First 1-7 of 7 Last						
Course Information Session Detail 						
	Course Hbr	Description	Instructor Level	Times Taught	Session Start Date	
1	D110	Expanded Dispatch Recorder	Unit	1	05/04/2009	 
2	D110	Expanded Dispatch Recorder	Unit	1	04/26/2010	 
3	D310	Expanded Support Dispatcher	Coach	1	05/03/2010	 
4	D310	Expanded Support Dispatcher	Coach	1	04/27/2009	 
5	L381	Incident Leadership		1	11/14/2011	 
6	M410	Facilitative Instructor	Unit	1	03/21/2011	 
7	RT130	Fire Safety Refresher	Lead	1	04/27/2011	 

ADDING INSTRUCTORS TO THE INSTRUCTOR TABLE

Entering your instructors in the instructor table and then identifying them at the session allows users to:

- Enter information about internal and external instructors.
- Track instructor history.
- Find instructors for specific courses.
- Track instructor costs and areas of expertise.
- Compare instructor requirements for a course against an instructor's competency profile.

INSTRUCTIONS - ADDING INSTRUCTORS TO THE INSTRUCTOR TABLE

To add a responder to the instructor table and identify the courses eligible to instruct, follow the process below.

1. Navigate to **Training Administration > Define Training Details > Instructors**.
2. Select the **Add a New Value Tab**.
3. Search and select responder.
4. Select Add.
5. The **Internal/External** field will auto-fill with "Internal." This means the individual is an employee internal to the IQCS system.
6. The **Vendor ID**, **School Code**, and **School Name** fields are grayed out. These fields will only be accessed when the instructor is a non-employee (external) that can be associated with school or vendor.
7. Use the **Per Unit Cost** field when an external instructor charges for instruction. This cost will be added to the course costs.
8. Fill out the **Area of Expertise** field.
9. Enter autobiographical information in the free-form **Description** box.
10. Select the **Contact Information** link. Phone and e-mail information will appear if the instructor's account manager has entered it.
11. Select the **Qualification** tab.
12. Enter the **Course Code** and hit the Tab key. The Competencies Match Analysis box will appear if all competencies have been met. You may add an instructor to the instructor table without matching the competencies.
13. Select the **Instructor Level** from the dropdown menu and select the appropriate level.
14. Select the **Save** button.

COURSE INSTRUCTOR HISTORIES

IQCS will track course sessions taught by an instructor in the instructor's individual record.

- **Course Instructor History.** View the instructors that have taught a specific course.
- **Instructor History.** View all the course sessions an instructor has taught and details concerning those course sessions.

INSTRUCTIONS – COURSE INSTRUCTOR HISTORY

Use the steps below to view the course instructor history. This view allows you access to all instructors who have taught a specific course.

1. Navigate to **Training Administration > Define Training Details > Course Instructor History.**
2. Enter or select the course code/title.
3. On the Course Information tab, you will view the summary of the instructor(s), which includes: EmplID, Name, Agency, Organization ID, State, Instruction Level, Vendor Name, and session/course start date.
4. On the Session Information tab, you can view the specifics of the different course sessions: Session Start Date, Course Session Number, Training Facility, and Course Coordinator.

VIEWING INSTRUCTOR HISTORY

Any course taught by an instructor identified on the Course Session Location, Instructor page will be added automatically to this Instructor History page when that session is marked as “Completed” and saved.

Instructor History						
Instructor ID: 00000101247 Coordinator,Christine						
Vendor Name:						
Courses Taught Personalize Find View All First 1-7 of 7 Last						
Course Information Session Detail						
Course Nbr	Description	Instructor Level	Times Taught	Session Start Date		
1 D110	Expanded Dispatch Recorder	Unit	1	05/04/2009	+	-
2 D110	Expanded Dispatch Recorder	Unit	1	04/26/2010	+	-
3 D310	Expanded Support Dispatcher	Coach	1	05/03/2010	+	-
4 D310	Expanded Support Dispatcher	Coach	1	04/27/2009	+	-
5 L381	Incident Leadership		1	11/14/2011	+	-
6 M410	Facilitative Instructor	Unit	1	03/21/2011	+	-
7 RT130	Fire Safety Refresher	Lead	1	04/27/2011	+	-

INSTRUCTIONS – VIEWING INSTRUCTOR HISTORY

In order to add previously taught courses to an instructor's training history, follow the process below.

1. Navigate to **Training Administration > Define Training Details > Instructor History**.
2. Search and select responder (instructor).
3. Select the **+** button to add a new record. A new row appears that includes blank fields.
4. Enter the course code (without hyphens) in the **Course Nbr** field. The system will put the course title in the Description field and close the Course Nbr field to editing.
5. Select the Instructor Level from the dropdown list.
6. Select the default Times Taught of “1”.
7. Enter the Session Start Date in the next field.
8. Select the **Session Detail** tab. Or select the **Expand** button to expand the two visible tabs into one single row.
9. Enter the rest of the relevant information. (Session # may not be applicable since the session may not have been administered through IQCS). Do not use a session number unless the instructor actually taught that specific session.
10. Once you have all the data entered correctly, select the **Save** button.
11. Instructor history will appear on the responder master record.

Once you enter field information and advance to the next field, you can no longer edit the previous field. If you made a mistake in a field and it is no longer editable, delete the row by selecting the minus button on the far right of the row and begin again.

MANAGING THE FACILITIES TABLE

There are over 300 facilities in the Facility Table. Do a search before adding a new one to ensure you are not duplicating any data (narrow the search by selecting the state). Also, since there are so many facilities, it is recommended you keep track of the facility codes you create.

The screenshot shows a web-based form for adding or editing a training facility. At the top, there are four tabs: 'Address' (selected), 'Contacts and Equipment', 'Training Rooms', and 'Directions'. The form contains the following fields and values:

- Training Facility:** AKTNF
- Business Unit:** NWCG0 (with a magnifying glass icon)
- Location Code:** AK0005 (with a magnifying glass icon)
- Description:** Tongass National Forest
- Short Desc:** Tongass Na
- Mail Drop ID:** (empty field)
- Address:** 648 Mission St, Ketchikan, AK 99901

At the bottom of the form, there are five buttons: 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

INSTRUCTIONS – MANAGING THE FACILITIES TABLE

To add or edit training facility information at the Facilities Table, follow the process below.

1. Navigate to **Training Administration > Define Training Details > Training Facilities**.
2. Select the **Add a New Value** tab.
3. Enter up to six characters to designate your training facility. This will become the Facility Code you use for searches. It is recommended that you follow the naming conventions of the facilities that are entered into IQCS. Examples of facility codes include “GBTR” for Great Basin Training Center or “NDSU” for North Dakota State University.
4. Select the **ADD** button.
5. Select the business unit (usually, it is NWCG0).
6. **Facility Name:** Enter the facility name in the Description field
7. **Short Description:** Enter a short name of no more than 10 characters.
8. Location Code???
9. Mail Drop ID??
10. **Edit Address:** Select the link and enter the address of the training facility.
11. Select the **OK** button.
12. **Contacts and Equipment tab:** Enter the name of the contact person for that facility.
13. **Vendor ID:** If a vendor operates the facility, enter the (the vendor will have to appear on the Vendor Table before entering it here).
14. **Phone Type:** From the dropdown menu enter the phone number for the contact at that facility. You may add additional phone numbers by clicking on the + button.

15. **Equipment/Materials Available** - Enter the equipment and materials available in each room.
16. **Select the Training Rooms** Tab
17. Enter the following optional information: Room code, room name, building number, floor number, costs.
18. **Maximum Number of Students:** Enter the maximum number of students for the room.
19. **Room Active:** The checkbox is automatically checked. In order to select this room at the course session screen, this box must be checked.
20. Select the + button to add a row in the Training Rooms box to add more rooms.
21. **Fixed Equipment/Materials:** Under this section, look up and select the **Equipment Code** to list equipment available in that room. Enter additional equipment by selecting the + button.
22. **Select the Directions** tab: Enter directions to find the training facility in the free-form field.
23. Select the **Save** button.

The equipment/materials codes are in the Equipment Table. The information entered thus far includes course materials that are available through the Great Basin Cache and the Publications Management system. If you charge for the use of materials, you may enter this information here the Facility Table. You can track the actual costs of training using the Training Administration capabilities in IQCS. This information could also be useful if a vendor operates the facility and you want a list of the available training assets.

MANAGING THE VENDOR TABLE

You may contract/rent facilities from known sources or vendors on a regular basis to conduct training course sessions. You can enter information about these vendors into the Vendor Table. You can associate external instructors with these vendors.

The screenshot shows a web form for managing vendor information. At the top, there are two tabs: 'Vendor Profile' and 'Address'. The 'Vendor Profile' tab is active. Below the tabs, the form contains several fields: 'Vendor ID' with the value 'CCOUT', '*Description' with 'Canyon Community Center', 'Short Desc' with 'Canyon Com', '*Vendor Type' with a dropdown menu showing 'Facilities Rentals', and 'Accounts Payable Vendor ID' which is an empty text box.

INSTRUCTIONS – MANAGING THE VENDOR TABLE

To add or edit vendor information, follow the process below.

1. Navigate to **Training Administration > Define Training Details > Vendors.**
2. Search for a vendor or Select the **Add a New Value** tab.
3. **Vendor ID** : Enter an ID of six characters or fewer.
4. Select the **Add** button.
5. **Vendor Description:** Enter a **description** of up to 30 characters.
6. **Short Description:** Enter a short name of up to 10 characters.
7. **Vendor Type:** Select a type from the drop down list.
8. **Accounts Payable Vendor ID:**
9. Select the **Address** tab.
10. **Per Unit Cost:** Enter the unit cost and select the **Cost Unit.**
11. **Edit Address** : Select the edit address link and enter the address of the vendor.
12. Select the **OK** button.
13. Enter comments about the vendor (optional).
14. Select the **Save** button.

To view the Vendor Contacts

1. Navigate to **Training Administration > Define Training Details > Vendor Contacts.**
2. Search for a vendor ID
3. Accept the **Contact #** sequentially (1, 2, 3, etc.).
4. Enter the name of the contact, title, and contact type.
5. **Phone Type:** Select the type from the dropdown menu and enter the phone number.
6. Select the **Save** button.

Remember, any information you add or edit for a vendor changes the data in the system for everyone. Use good judgment when adding/editing vendor information.

TRAINING NOMINATION

Only active course sessions that have the Nomination Workflow box checked will be available for the Nomination Workflow process.

A training officer or nomination coordinator can submit nominations for any responder whom they have been identified as the Training Officer or Alternate Training Officer on the responder's Job Data page.

Approval of the nomination by the supervisor is performed before the nomination is entered into IQCS. Once approved, the training officer then enters nominees from their unit for active course sessions. Once nominations have been submitted, the local, zone, geographic area, and national procedures for prioritization of students can take place.

The course coordinator at the agency or facility hosting the session can then enroll the prioritized nominees in the course.

The training officer will access the Training Nomination component. Selecting the Request Training Enrollment link launches the Search page for courses with active sessions.

The following tasks need to be completed before a nomination is submitted:

- The responder's record needs to be updated and complete.
- The training officer (or alternate training officer) listed on the responder's record needs to be the one submitting the nomination.



RESPONDER RECORDS

The **Training Officer** field on the Job Data page must be filled out correctly. A mass change of the training officer can be done on the Responder Administration > Unit Summary page. For example, this would be done if a new training officer were hired for a unit.

The **Unit ID** field must be defined for each responder. The prioritization process sorts the nominations by Unit ID.

It is highly recommended that you verify and update the responder's contact information fields on the Personal Data pages (such as business e-mail and phone numbers). These fields populate the student roster report, course contact list, tuition billing report, and several other training reports. The populated address on the Nomination Form is the address associated with the Location Code on the Job Data page.

Work Location	Job Information	JFPM Job Information	Salary Plan	Benefit Program Participation	Employment Information	Job Groups
Supervisor: Steve A Employee Empl ID: 00000119737 Empl Record: 0 CH ID:						
Work Location Find First 1 of 1 Last						
Payroll Status: Active Date Created: 11/08/2017						
*Effective Date: 11/08/2017 Effective Sequence: 0 *Job Indicator: Primary Job						
Action/Reason Hire						
Company: WCG Natl Wildfire Coordinating Grp						
*Setid: FS000 Forest Service						
*Org Code: 0103IHC2 Bitterroot IHC Org Entry Date: 11/08/2017						
Unit ID:						
Training Officer: 00000119737 x Smith, Sally P						
Alt Training Officer: EmpowHR Id: <input type="text"/>						
Admin Location						
Setid / Location: NWCGC MT0019 Darby Ranger District						
712 N. Main Darby MT						
Duty Station						
Setid / Location: NWCGC MT0019 Darby Ranger District						
712 N. Main Darby MT						
Dispatch Unit Id: AK-ACC Alaska Interagency Coordination Center						

INSTRUCTION - SUBMITTING A TRAINING NOMINATION

1. Navigate to **Training Nomination > Training and Development > Request Training Enrollment**.
2. Select one of the four hyperlink options to search for a course session. The selected Course Search page will appear.
3. Enter the search criteria and select the Search button. A list of available sessions will be displayed by date. If active sessions are available for the selected search criteria, then a blue hyperlink will be displayed.

Request Training Enrollment

Course Search

Enter a course number and select Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number:

Course Code	Description	Course Detail	Course ID
S130	Firefighter Training		S-130

[View Available Sessions](#)

4. Select **View Available Sessions**.
5. Select the desired session number in the left-hand column. Only course sessions that have the **Nomination Workflow** box checked will be available. Make sure you select the correct session. Reference your Training Center's web page (if available) to verify the session number.

Request Training Enrollment

View Available Sessions

S130 Firefighter Training

Select a session number in the list below to view session details or to request enrollment in the session.

09/07/2015

Session	Course Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
02616	09/07/2015	Boise District Office	32.0	10	0

03/07/2016

Session	Course Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
02617	03/07/2016	Battle Mountain FO	32.0	999	0

6. Select the check boxes next to the names for the employees you want to submit nominations for, or select the **Select All** button to nominate every student.

Request Training Enrollment

Select Employees For S130 Firefighter Training

To add an employee to this training request, use the box in the select column next to the employee's name. To find a specific employee, use Search for an Employee. Employees that are not eligible for this course appear in the lower grid and cannot be selected.

The selected course has the following prerequisites:

Prerequisite	Description
1 S-190	Intro Wildland Fire Behavior

Employees As of 12/18/2017

Direct Reports For Christopher, Wendy F

Select	Name	Empl ID	Job Title	Department	View Nom. Form	Course Taken	Nom Pending	Prereqs Needed
<input type="checkbox"/>	Mellow, Marsha A	00000102360				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Nutt, Hazel H	00000102361				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Sunshine, Melody M	00000102362				<input type="checkbox"/>	<input type="checkbox"/>	

Select All

Continue

7. Select the **Continue** button.
8. The next page allows you to make comments for each employee you nominated. These comments will carry forward throughout the nomination and enrollment process. These comments will assist training officers/coordinators in selecting employees for a course. You may add reasons why the student needs this course in the **Comment** field.

Submit Request

Enter comments (optional) and select Submit button at the bottom of the page to complete your request.

Course: S130 Firefighter Training

Session: 02616

Location: Boise District Office

Course Start Date: 09/07/2015

Duration (Hours): 32.0

Dawg, Olde

Employee ID 00000101243

Comment

Submit

[Return to View Available Sessions](#)

9. When you have completed your comments, select the **Submit** button. You can also select the hyperlink **Return to Select Employees** to nominate other employees.
10. You will now see that the submitted training enrollment request was successful. Select **OK**.
11. To verify the nominations, navigate to **Training Nomination > Training and Development > View Training Request Status**.

NOMINEE DETAILS

Once nominations have been made, training officers (local training officers, zone training coordinators, etc.) can go the Prioritize Trainee Nominee page and prioritize their nominees.

Remember that training officers complete the prioritization of their unit's nominees by a predetermined date according to the unit's procedures.

Prioritize Trainee Nominees

The following employees need to be prioritized for the requested course. Your participation is needed by assigning a unique priority number to your unit(s) nominees listed below. Click on a prerequisites button to see details about course as well as nominee's prerequisite details. Click on a prev. comments button to see nominee as well as supervisor's comments.

Course Session Information

Course Level: Geographic Area
 Course: S130 Firefighter Training Date/Time: 12/19/2017 08:00
 Session #: 02942 Sponsoring Unit
 Nom. Coord ID: 00000102340 Wendy Christopher Nom Due Dt:
 Coordinator Contact Information Training Location

Enter final remarks

Nominee Details

Emp. ID	Name	Unit ID	Description	Agency	Geo. Area	Description	View Nom. Form	Level 1 Priority	Last Upd By	Level 2 Priority	Last Upd By	Level 3 Priority	Last Upd By	Level 4 Priority	Last Upd By	Level 5 Priority	Last Upd By	Level 6 Priority	Last Upd By	Remarks	Submitted On	Prev. Comments	Job Title	Remarks	Previous Comments
1	00000102362 Sunshine Melody M	MT-R01	Northern Regional Office (R-1)	FS	NR	Northern Rockies Geographic Area														1/29/2017	Prev. Comments				
2	00000102360 Mellow Marsha A			FS																1/29/2017	Prev. Comments				
3	00000102361 Nutt Hazel H			FS																1/29/2017	Prev. Comments				

Delete trainee nomination

Levels of prioritization

- Includes last person who took prioritization action
- Last priority level with numbers will transfer to **Summary Listing**.

INSTRUCTIONS - UNIT LEVEL PRIORITIZATION

1. Navigate to **Training Nomination > Training and Development > Prioritize Trainee Nominees**.
2. Enter the information for the desired course in the **Search** by field.
3. Select **Search**.
4. Select **Course Session**. The **Prioritize Trainee Nominees** page is shown.
5. You can view information about the course coordinator and the facility by clicking the hyperlinks in the **Course Session Information** box.
6. Enter the **Unit** priority next to each name for your unit. As each level prioritizes their nominees, duplicate unit priority numbers can occur. By the end of the prioritization process, a priority number **MUST** appear at each level for each nominee.
 - a. Level 1: Sub-Unit Training officer
 - b. Level 2: Unit Training Officer
 - c. Level 3: Zone Training Officer
 - d. Level 4: Geographic Area Training Officer
 - e. Level 5: National and/or Outside Geographic Area Training Officer
7. The last level of priority that is set will be transferred to the **Summary Listing** page. For example, if the highest level of priority set is Geographic Area, then the information in Geographic Area will be transferred to the **Summary Listing** page.
8. Once the nominees have been prioritized, select **Save**.

Alternate Method for having Unit Training Officers prioritize their nominees:

1. Select the **Excel Spreadsheet** icon.
2. The spreadsheet file can then be saved in a folder and sent as an email attachment or mailed to the unit's training officers to prioritize and send back to the nomination coordinator.

FINAL PRIORITIZATION

Once training officers at the appropriate levels have set the priority for the session, a coordinator with security access to the session can view the Final Priority and take action to enroll the students into the session. This process is done at the Summary Listing page.

The highest level of prioritization, from the Prioritize Trainee Nominees page, will be displayed in the Final Priority column. For example, if prioritization was entered at both the Local and Geographical columns, then the Geographical prioritization will be displayed as the final.

It is important that final priority numbers are given to every nominee as those numbers appear on the enrollment screen and are also used to enroll and waitlist students.

At this location, a coordinator can approve nominees for enrollment or given a reason for non-enrollment, such as the class has a waiting list, the nominee lacks prerequisites, the class was cancelled, etc.

Once nominations have been identified with either an Enroll or Waitlist checkmark and the action is saved, the fields are grayed out and the priority and status fields cannot be changed. It is used as the historical reference of the final prioritization and initial enrollment for the session. Changes to enrollment status of students after this point can be managed at the Rapid Session Enrollment page. Nominations identified with the No Action check or new enrollment requests will be displayed with editable fields.

Administer Training Requests

Per request, approve and update, approve only, or deny the proposed data. You may also enter optional comments about your processing choice per request. When you are finished, click the Save button at the bottom of the page.

Course: S130 Firefighter Training
 Priority by UNIT Show Priority

Session: 02616
 Sort List by Priority

Location: Boise District Office
 Check All Enroll / Waitlist

Start Date: 09/07/2015
 Check All No Action

Duration (Hours): 32.0

Empl ID	Name	Unit ID	Final Priority	Your Comments	View Comments	View Nom. Form	Enroll	Waitlist	No Action	Status
1 00000101243	Dawg,Olde	ID-BOD	4				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2 00000101244	Newbie,Ima	ID-TFD	3				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3 00000101245	Flowers,Dewey	ID-BOD	1				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4 00000101246	Hood,Robin	ID-TFD	2				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 00000101248	Gator,Ally	NV-LAP	6				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6 00000101250	Supervisor,Julie	ID-BOD	5				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

[Go To Enrollment](#)
Save

The highest level of prioritization, from the Prioritize Trainee Nominees page, will be displayed in the Final Priority column.

PRIORITY BY UNIT

Priority by Unit displays responders for just your local unit. Sort the Priority by Unit list by selecting any of the column headers.

Administer Training Requests

Per request, approve and update, approve only, or deny the proposed data. You may also enter optional comments about your processing choice per request. When you are finished, click the Save button at the bottom of the page.

Course: S130 Firefighter Training

Session: 02616

Priority by UNIT Show Priority

Nomination Priorities

Course Code: S130 Firefighter Training

Session #: 02616

Unit ID: ID-BOD Boise District

Find | View All First 1 of 3

Unit ID	EmpID	Name	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Comments
1 ID-BOD	00000101243	Dawg,Olde			2	4		
2 ID-BOD	00000101245	Flowers,Dewey			1	1		
3 ID-BOD	00000101250	Supervisor,Julie			3	5		

Return

Show Priority will show all units with nominees. Sort the Show Priority list by selecting any of the column headers.

Administer Training Requests

Per request, approve and update, approve only, or deny the proposed data. You may also enter optional comments about your processing choice per request. When you are finished, click the Save button at the bottom of the page.

Course: S130 Firefighter Training

Session: 02616

Priority by UNIT Show Priority

Nomination Priorities

Course Code: S130 Firefighter Training

Session #: 02616

Unit ID: ID-BOD Boise District

Find | View All First 1-6 of 6

Unit ID	Description	EmpID	Name	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Comments
1 ID-BOD	Boise District	00000101243	Dawg,Olde			2	4		
2 ID-BOD	Boise District	00000101245	Flowers,Dewey			1	1		
3 ID-BOD	Boise District	00000101250	Supervisor,Julie			3	5		
4 ID-TFD	Twin Falls District	00000101244	Newble,Ima			2	3		
5 ID-TFD	Twin Falls District	00000101246	Hood,Robin			1	2		
6 NV-LAP	Lake Mead NRA	00000101248	Gator,Ally				6		

Return

If a Unit ID, zone, geographical area, etc., does not prioritize a nominee at the last level that numbers are entered, there will be no priority number moved from the Prioritize Training Nominee page to the Summary Listing page. This will be an indication that a particular entity did not follow through with prioritization.

Priority numbers can still be added to those nominees on the Summary Listing page. If no one has been enrolled or wait-listed in Summary Listing, you can readjust the priorities (only with authorization of all players in the prioritization process) to take those nominees into consideration.

Once action has been taken on nominees in Summary Listing, their priorities cannot be changed. New blank priorities can be filled in later with a priority number and action taken. It is important that priority numbers be given to every nominee as those numbers appear on the enrollment screen. These numbers are used to fill vacancies with wait-listed nominees in priority order.

ENROLL, WAITLIST, AND NO ACTION CHECKBOXES

Administer Training Requests

Per request, approve and update, approve only, or deny the proposed data. You may also enter optional comments about your processing choice per request. When you are finished, click the Save button at the bottom of the page.

Course: S130 Firefighter Training Priority by UNIT Show Priority
Session: 02616
Location: Boise District Office Sort List by Priority
Start Date: 09/07/2015 Check All Enroll / Waitlist
Duration (Hours): 32.0 Check All No Action

Personalize Find First 1-6 of 6 Last										
Empl ID	Name	Unit ID	Final Priority	Your Comments	View Comments	View Nom. Form	Enroll	Waitlist	No Action	Status
1 00000101243	Dawg,Olde	ID-BOD	4				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2 00000101244	Newbie,Ima	ID-TFD	3				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 00000101245	Flowers,Dewey	ID-BOD	1				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4 00000101246	Hood,Robin	ID-TFD	2				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 00000101248	Gator,Ally	NV-LAP	6				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6 00000101250	Supervisor,Julie	ID-BOD	5				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

By default, the No Action checkbox is checked for all the requests initially. Requests can be marked individually by checking the appropriate checkbox for every request for either enrolling or wait-listing. A status of “Enrolled” or “Waitlist” will show after saving the page. Once saved, only records checked for No Action can have action taken on them.

The Check All Enroll/Waitlist button auto-enrolls everyone on the list. The system will enroll as many students as seats were indicated for the session in Course Session Setup. The remaining students are waitlisted with their priority numbers retained for future reference. For example, assume there are 10 available seats for a particular session and 15 requests came in for the session enrollment. If the Check All Enroll/Waitlist option is selected for all 15 requests, then the first 10 employees (sorted by final priority) associated with the requests will be enrolled for the course session. The remaining 5 students will be wait-listed for the session.

If the coordinator wants to wait-list a particular student on the Administer Training Request page, then he or she can manually enroll the student in the session with the status of “Session-Waitlist” by checking the Waitlist box.

The No Action box will contain a check mark until action is taken. Then it will be blank when the page is saved. The Status section will auto-populate with the status when action is taken and the page is saved.

PROCESS FOR FINAL PRIORITY SESSION ENROLLMENT

Nomination Coordinators can use the process below to view the final prioritization and take action for enrollment for a course session.

INSTRUCTIONS – SUMMARY LISTING

1. Navigate to **Training Nomination > Training and Development > Summary Listing**.
2. Search and select the correct course session.
3. Select **Show Priority** or **Priority by Unit** buttons to view the Nomination Priorities page. From this page, you can create an Excel spreadsheet by clicking on the yellow grid icon.
4. The final priority for each student is automatically carried over from the Prioritize Training Nominee page. The highest level of prioritization will be displayed in the **Final Priority** column and is editable. It is important that final priority numbers are given to every nominee as those numbers appear on the enrollment screen and is also used to enroll and waitlist students
5. Select the Edit icon under Your Comments column to enter or view comments for a nominee.
6. Select **View Comments** for the nominee to read the previous comments made by the training officer.
7. The **View Nom. Form** icon will display the completed Nomination Request Form for the nominee.
8. [Enroll column checkbox](#). If selected the nominee will be enrolled into the course session.
9. [Waitlist column checkbox](#). If selected the nominee will be waitlisted for the course session.
10. [No Action column checkbox](#). All records will initially be checked as No Action. This will not enroll or waitlist a trainee into the course.
11. The **Status** column will be updated automatically once the process is saved and completed.
12. Select the **Save** button.
13. Select the **Go to Enrollment** hyperlink to go the Rapid Session Administration page. You can change the enrollment status on the Course Session Enrollment or on the Rapid Session Enrollment pages.

As previously mentioned, once nominations have been identified with either an Enroll or Waitlist checkmark and the action is saved, the fields are grayed out and the priority and status fields cannot be changed. It is used as the historical reference of the final prioritization and initial enrollment for the session. Changes to enrollment status of students after this point will can be managed at the Rapid Session Enrollment page. Nominations identified with the No Action check or new enrollment requests will be displayed with editable fields.

TRAINING ADMINISTRATION RELATED REPORTS

For a full list of reports available in IQCS and directions on how to run reports, or specifics on a report, please refer to the Reports Module.