

GREAT BASIN TRAINING COMMITTEE

PROCESS/PROCEDURE FOR APPLYING TO DELIVER 300/400 LEVEL NWCG TRAINING CURRICULUM

National Wildfire Coordinating Group standards delegate 300/400 level course delivery responsibility to the Geographic Area Training Committees (reference the National Field Manger's Course Guide). The Geographic Area Training Committees are charged with assuring NWCG course and instructor standards are met along with interagency geographic area coordination.

A Great Basin Unit desiring to deliver a 300 level or above NWCG course locally, must submit a completed request to their respective Great Basin Zone Representative in the following manner:

1. Local training unit representative will complete and submit a **Course Request for 300 and 400 Level NWCG Curriculum Form** to their Zone Representative.
2. The Zone Representative will ensure completeness, approve or forward to the Great Basin Training Committee (GBTC) Chair for approval.
3. The GBTC Chair will forward the request to members of the GBTC.
4. Members will review and respond to the GBTC Chair with their decision.
5. The GBTC Chair will forward decision to the respective Zone Representative.
6. The Zone Representative will forward response to the local unit requestor.

Course Request for 300 and 400 level NWCG curriculum

This form must be submitted through your Great Basin zone representative.

Course Name:

Course Dates:

Alternate Date:

Class Location:

Number of Student:	Course Open__ Closed__
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Lead Instructor:

Instructor Qualifications:

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Facility Location:

Audio/ Visual Yes__ No__
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Will You Need Help from Great Basin Yes__ No__
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If Yes Explain:

Reason for putting on this class:

Forest or District:

Address:

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Contact Name:

Phone:

Fax:

Decision Record

Approved (include comments)

Disapprove (include comments)

Agency Training Specialist **Date**

Zone Committee Chair **Date**

Great Basin Committee Chair **Date**