

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



California Training Working Team

Request for delivery of **Federally** delivered NWCG Courses outside Regional Training Centers

All 300 and 400 Level courses.

National Wildfire Coordinating Group (NWCG) standards delegate 300/400 level course delivery responsibilities to the Geographic Area Training Committees (reference the National Field Manager's Course Guide). The Geographic Area Training Committees are charged with ensuring NWCG course and instructor standards are met.

The California Training Working Team (CA-TWT), under the direction of California Wildland Fire Coordinating Group (CWCG), has determined that in addition to 300/400 level courses must submit a completed course request to their respective home unit Training Officer in the following manner:

1. The home unit Training Officer will complete and submit a request for delivery of all 300/400 level courses on the attached **Course Delivery Request Form** to their respective CA-TWT Agency Representative for consideration.
2. The CA-TWT Agency Representative will ensure completeness; appropriate instructor qualifications and adherence to the Field Managers Course Guide forward recommendation to the CA-TWT Chair for approval.
3. The CA-TWT Agency Representative will route the completed form through the appropriate Geographic Area Training Representative: Karen Kufta, Southern California and Steve Griffin, Northern California. Karen/Steve will screen the form for impacts to the California training program. Karen/Steve will bring forward the form(s) to the next CA-TWT Meeting or conference call for consideration.
4. The CA-TWT Chair will review and forward decision back to the respective CA-TWT Agency Representative. The respective CA-TWT Agency Representative will forward decision to the home unit Training Officer.

The NWCG Field Managers Course Guide provides guidance on Instructor Qualifications, including Lead Instructor and Unit Instructors. Adherence to this Guide is required when requesting approval to conduct courses at the home level.

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NWCG Course Delivery Request

All **Federally** delivered 300/400 level NWCG curriculum

Course Name & Number:

Course Dates:

Class Location:

Number of Students: _____ **Course:** Open ___ Closed ___

Lead Instructor Name:

Lead Instructor Qualifications:

(Identify incident qualifications & formal instructor training)

Unit Instructor Names:

(Identify incident qualifications & formal instructor training)

Facility Location:

Reason for requesting delivery of this class:

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Are students receiving college credit? Yes ___ No ___ If Yes, what college will be granting credit?
Requesting Unit:
Address:
Contact Name:
Phone:
Fax:

Do you wish for this session listed on the National Fire Training Website? Y or N

Decision Record

- Approved (include comments)

- Disapproved (include comments)

Home Unit Training Officer **Date**

CA-TWT Agency Representative **Date**

CA-TWT Chair **Date**

TWT Representative Monitor Assigned: _____