

# Company Training Submission Guidelines

February 2017

## OVERVIEW

HCTC is continuing its commitment to supply officers and members with monthly company level training and improve the efficiency of roster submissions.. This is being accomplished through the updating of submission forms and electronic submission. It is the expectation that all submissions will utilize the new forms and electronic process. As of February 1, 2017 all submission will be submitted via the web form links provided in the on line training or the HCTC website.

## Definitions

- ) **Bridge Training** – Online training provided by HCTC and has associated High Plains Event Code
- ) **Ad Hoc Training** – Any company training that requires entry by HCTC staff
  - o EMS
  - o JPR
- ) **High Plains Event Number (HPE)** – Tracking number generated by HP for later record retrieval

## Submission

1. Types of Rosters
  - a. Bridge Training
    - i. Requires HPE number for entry
    - ii. No signatures are required
  - b. Ad Hoc Company Training (JPR or EMS related)
    - i. Must include a description of how and why the training was presented
    - ii. Must identify the method of delivery utilized
      1. Can split up methods but time on each method must be documented
2. Submission Format
  - a. Bridge and Fire Related JPR rosters will utilize electronic roster
    - i. Physical signatures are not required
  - b. EMS related rosters must utilize
3. Electronic Submission
  - a. Links to each of the training submission forms can be found on the HCTC website under the forms section or at the end of each bridge course
  - b. Each occurrence or HPE must have a separate submission and have the current and completed roster attached if applicable

- c. Any incomplete rosters will not be accepted and returned to the submitter
- d. All trainings must be submitted by the end of the shift they occurred and no rosters will be accepted more than 30 days after the training occurred.
- e. Any rosters that are in conflict with HP events will be returned to submitter for time corrections and re-submission.
- f. HCTC staff will complete HP entries within 14 days of receipt completed rosters.
- g. HCTC recommends submitters complete the confirmation section to create an electronic receipt for your records

#### Digital Formats / Scanning

- 1. Digital formats utilizing tablet technology are recommended and free apps can be downloaded from iOS app store or the Google Play Store
- 2. Digital signatures must be created using stylus or other tool requiring free form hand motions
- 3. Adobe Fill and Sign is recommended, however any program that allows filling and signing PDF documents is acceptable
- 4. Scanned documents must be converted to PDF format.
  - a. It is recommended that submitters maintain original for his/her records

