

**PACIFIC NORTHWEST WILDFIRE COORDINATING GROUP
TRAINING WORKING TEAM
PROCESS/PROCEDURE FOR APPLYING TO CONDUCT A
300-400 NWCG WILDLAND FIRE TRAINING COURSE**

National Wildfire Coordinating Group standards delegate 300-400 level course presentation responsibility to the Geographic Zone Training Working Teams (reference the National Field Manager's Course Guide). The Geographic Zone Training Working Teams are charged with assuring NWCG course and instructor standards are met along with interagency Geographic Area training coordination.

In the Pacific Northwest, several of the 300 level sessions have been delegated to the field for presentation. The following 300 level NWCG courses have been delegated to the Pacific Northwest Training Zones (units) for presentation:

S-300 Incident Commander, Multi-Resources
S-330 Task Force/Strike Team Leader
S-336 Wildland Fire Tactics
S-339 Division/Group Supervisor
S-390 Fire Behavior Calculations
I-300 Intermediate Incident Command System
I-400 Advanced Incident Command System
S-372 Helicopter Manager
Prescribed Fire Modeling Techniques

A Pacific Northwest Training Zone desiring to conduct any of the 300-400 level NWCG courses that have not been delegated to the local level for presentation (see attachment for listing) should apply to the Pacific Northwest Wildland Fire Coordinating Group, Training Working Team to present the course in the following manner:

1. Training Zone Chair or a representative from the Training Area will draft the proposal to conduct the session. The proposal needs to be routed through the training area chair to the (TWT) chairperson.

The proposal should include:

- a. Reason the course is needed in that Training Zone (i.e., high student numbers in the local zone, the perception that the need is not being met by the PNW schedule, etc.)
 - b. Date(s) course will be offered.
 - c. Proposed cadre.
 - d. Proposed evaluation process.
2. Training Zone Chair or a representative will present the proposal to the Pacific Northwest Wildfire Coordinating Group, Training Working Team at their regularly scheduled meetings. The PNWCG Training Working Team meets 8-10 times per year.

The Pacific Northwest Wildfire Coordinating Group, Training Working Team will discuss the proposal with the Training Zone representative when the presentation occurs. Considerations will be:

1. How will the course impact the ensuing season's Geographic Zone presentations (will a significant number of students be attending the local offering that may affect the ability to successfully present the Geo. Area presentation?).
2. Is the course being taught to the NWCG standards:
 - a. Course length should match the NWCG curriculum.
 - b. Overall course and unit objectives should be met.
3. Do the Lead and Unit Instructors meet NWCG standards.
4. Assure there is a qualified Evaluator assigned to evaluate the course.
5. Assure that the critiques or the evaluator's summary will be submitted to the Pacific Northwest Training Center for record-keeping and feedback for future courses.