

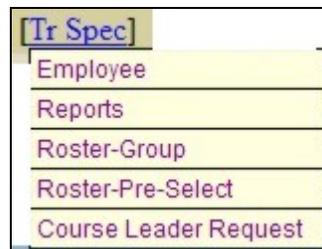
TRAINING SPECIALIST

NOTE: The System Administrator assigns the Training Specialist role on the ETMS.

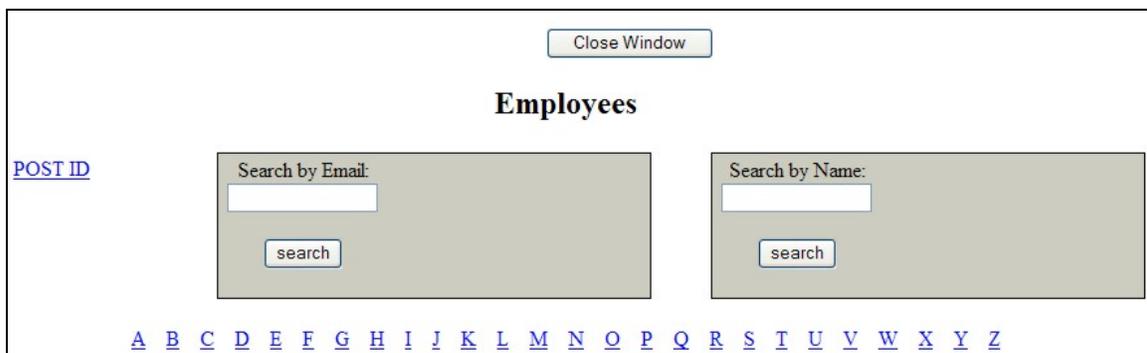
OVERVIEW: As a Training Specialist, you will have all the functions of an Employee (see Employee Help Files).

The Training Specialist Role will allow you to manage several of the Training Requirements for all Employees within the System. They have two additional tasks on their Home Page, the Training Specialist drop down menu and the Training Request Management bar.

- I. **TRAINING SPECIALIST DROP DOWN MENU:** By placing the mouse on the [Tr Spec](#) link, five management tasks will appear on a drop down menu: Employee, Reports, Roster-Group, Roster-Pre-Select and Course Leader Request. The drop down menu will look similar to this:



- A. **Employee:** By clicking the [Employee](#) link, a page will appear that will look similar to this:

A screenshot of the 'Employees' page in the ETMS. The page has a title 'Employees' and a 'Close Window' button at the top. On the left, there is a 'POST ID' link. In the center, there are two search boxes: 'Search by Email' and 'Search by Name', each with a 'search' button. At the bottom, there is a navigation bar with letters A through Z, each underlined and in blue.

1. **Employee Listing:** To locate an Employee, click the [A-Z](#) listing based on the last name. To search by name, type in the first or last name of the Employee and click **search**. You can also search for an Employee by their email address. The screen will look similar to this:

Close Window

Employees

[POST ID](#)

Search by Email:

search

Search by Name:

search

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

| Employees | Email | Classification | Training Group | Sub-Group | Training Record |
|-------------------------------------|------------------------|---|--------------------------------------|---------------------|----------------------|
| ANDRADE, STEVE | sandr@parks.ca.gov | State Park Equipment Operator | Central Valley District (730) | N/A | View |
| ARTEAGA, STEVEN | fyoung@hearcastle.com | Senior Maintenance Aide (Seasonal) Museum Custodian | San Luis Obispo Coast District (740) | Museum Sector | View |
| BECHTOLD, STEVEN | sbechtold@parks.ca.gov | State Park Interpreter I | Central Valley District (730) | N/A | View |
| BIER, STEVEN | preisman@parks.ca.gov | State Park Ranger | Colorado Desert District (940) | Anza-Borrego Sector | View |
| BLANKINSHIP, STEVEN | | Park Aid -Seasonal- | Unassigned | Unassigned | View |

- a. **Home Page:** To view the details of an Employee's Home Page, click the Employee's name. The screen will look similar to this:

Close Window Back

HOME PAGE

| <p>Name POTTER, HARRY</p> <p>Classification #0983: State Park Ranger</p> <p>Instructor Type: Defensive Tactics</p> <p>Education/License N/A</p> <p>Training Group Monterey District (720)</p> <p>Sub Training Group Monterey Sector</p> <p>Email hpotter@parks.ca.gov</p> <p>Work Phone (999) 999-9999 X</p> <p>Primary Supervisor BLACK, SIRIUS</p> <p>Alternate Supervisor BLACK, SIRIUS</p> <p>Training Coordinator WEASLEY, RON</p> <p>Manager GRAINER, HERMOINE</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="background-color: black; color: white;">P.O.S.T. (C.P.T.) Management</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="background-color: yellow;">Requirement 1 : Advanced Officer Training (10 hours every 24 months)</td> </tr> <tr> <th style="background-color: #e0e0e0;">Program Title</th> <th style="background-color: #e0e0e0;">Completed Hrs</th> <th style="background-color: #e0e0e0;">Completion Date</th> <th style="background-color: #e0e0e0;">Due Date</th> <th colspan="2" style="background-color: #e0e0e0;">In Compliance</th> </tr> <tr> <td>Field Training Officer</td> <td style="text-align: center;">40</td> <td style="text-align: center;">6/10/2005</td> <td style="text-align: center;">6/10/2007</td> <td colspan="2" style="text-align: center; color: red;">NO</td> </tr> <tr> <td>Total Hours</td> <td style="text-align: center;">0</td> <td colspan="4" style="text-align: center; color: red;">Out of Compliance <i>You Need 10 more hour(s)</i></td> </tr> <tr> <td colspan="6" style="background-color: yellow;">Requirement 2 : Perishable Skills (Every 24 months)</td> </tr> <tr> <th style="background-color: #e0e0e0;">Post Subject</th> <th style="background-color: #e0e0e0;">Required Hrs</th> <th style="background-color: #e0e0e0;">Completed Hrs</th> <th style="background-color: #e0e0e0;">Completion Date</th> <th style="background-color: #e0e0e0;">Due Date</th> <th style="background-color: #e0e0e0;">In Compliance</th> </tr> <tr> <td>PSP Firearms Training</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td style="text-align: center;">1/25/2006</td> <td style="text-align: center;">1/25/2008</td> <td style="text-align: center; color: green;">YES</td> </tr> <tr> <td>PSP Driver Training</td> <td style="text-align: center;">4</td> <td style="text-align: center;">6</td> <td style="text-align: center;">3/23/2006</td> <td style="text-align: center;">3/23/2008</td> <td style="text-align: center; color: green;">YES</td> </tr> <tr> <td>PSP Arrest and Control Training</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3/22/2006</td> <td style="text-align: center;">3/22/2008</td> <td style="text-align: center; color: green;">YES</td> </tr> <tr> <td>PSP Tactical Communications</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2/8/2006</td> <td style="text-align: center;">2/8/2008</td> <td style="text-align: center; color: green;">YES</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="background-color: black; color: white;">Required Programs</th> </tr> <tr> <th style="background-color: #e0e0e0;">Program Title</th> <th style="background-color: #e0e0e0;">Required By</th> <th style="background-color: #e0e0e0;">Completion Date</th> <th style="background-color: #e0e0e0;">Repeat Interval</th> <th style="background-color: #e0e0e0;">Due Date</th> <th colspan="2" style="background-color: #e0e0e0;">Compliant</th> </tr> </thead> <tbody> <tr> <td>EEO With All Due Respect</td> <td>Supervisor</td> <td style="background-color: red;">Pending</td> <td style="background-color: red;">24</td> <td style="background-color: red;">N/A</td> <td colspan="2" style="background-color: red;">NO</td> </tr> <tr> <td>Racial Profiling</td> <td>Classification</td> <td style="text-align: center;">11/5/2003</td> <td style="text-align: center;">60</td> <td style="text-align: center;">11/5/2008</td> <td colspan="2" style="text-align: center;">YES</td> </tr> <tr> <td>P.O.S.T. Basic Certificate</td> <td>Classification</td> <td colspan="2" style="background-color: red;">Pending</td> <td></td> <td colspan="2" style="background-color: red;">NO</td> </tr> <tr> <td>Appraisal and Development Plan (DPR 911)</td> <td>Supervisor</td> <td style="background-color: red;">Pending</td> <td style="background-color: red;">12</td> <td style="background-color: red;">N/A</td> <td colspan="2" style="background-color: red;">NO</td> </tr> <tr> <td>Defensive Tactics Instructor Refresher</td> <td>Supervisor</td> <td style="text-align: center;">5/21/2004</td> <td style="text-align: center;">48</td> <td style="text-align: center;">5/21/2008</td> <td colspan="2" style="text-align: center;">YES</td> </tr> <tr> <td>Defensive Driver Training Program</td> <td>Supervisor</td> <td style="text-align: center;">11/29/2005</td> <td style="text-align: center;">48</td> <td style="text-align: center;">11/29/2009</td> <td colspan="2" style="text-align: center;">YES</td> </tr> <tr> <td>ETMS Version 3 Orientation</td> <td>Supervisor</td> <td colspan="2" style="background-color: red;">Pending</td> <td></td> <td colspan="2" style="background-color: red;">NO</td> </tr> </tbody> </table> | P.O.S.T. (C.P.T.) Management | | | | | | Requirement 1 : Advanced Officer Training (10 hours every 24 months) | | | | | | Program Title | Completed Hrs | Completion Date | Due Date | In Compliance | | Field Training Officer | 40 | 6/10/2005 | 6/10/2007 | NO | | Total Hours | 0 | Out of Compliance <i>You Need 10 more hour(s)</i> | | | | Requirement 2 : Perishable Skills (Every 24 months) | | | | | | Post Subject | Required Hrs | Completed Hrs | Completion Date | Due Date | In Compliance | PSP Firearms Training | 4 | 4 | 1/25/2006 | 1/25/2008 | YES | PSP Driver Training | 4 | 6 | 3/23/2006 | 3/23/2008 | YES | PSP Arrest and Control Training | 4 | 4 | 3/22/2006 | 3/22/2008 | YES | PSP Tactical Communications | 2 | 2 | 2/8/2006 | 2/8/2008 | YES | Required Programs | | | | | | | Program Title | Required By | Completion Date | Repeat Interval | Due Date | Compliant | | EEO With All Due Respect | Supervisor | Pending | 24 | N/A | NO | | Racial Profiling | Classification | 11/5/2003 | 60 | 11/5/2008 | YES | | P.O.S.T. Basic Certificate | Classification | Pending | | | NO | | Appraisal and Development Plan (DPR 911) | Supervisor | Pending | 12 | N/A | NO | | Defensive Tactics Instructor Refresher | Supervisor | 5/21/2004 | 48 | 5/21/2008 | YES | | Defensive Driver Training Program | Supervisor | 11/29/2005 | 48 | 11/29/2009 | YES | | ETMS Version 3 Orientation | Supervisor | Pending | | | NO | |
|--|---|---|-----------------|---------------|---------------|--|--|---|--|--|--|--|--|---------------|---------------|-----------------|----------|---------------|--|------------------------|----|-----------|-----------|----|--|--------------------|----------|---|--|--|--|--|--|--|--|--|--|--------------|--------------|---------------|-----------------|----------|---------------|-----------------------|---|---|-----------|-----------|-----|---------------------|---|---|-----------|-----------|-----|---------------------------------|---|---|-----------|-----------|-----|-----------------------------|---|---|----------|----------|-----|-------------------|--|--|--|--|--|--|---------------|-------------|-----------------|-----------------|----------|-----------|--|--------------------------|------------|---------|----|-----|----|--|------------------|----------------|-----------|----|-----------|-----|--|----------------------------|----------------|---------|--|--|----|--|--|------------|---------|----|-----|----|--|--|------------|-----------|----|-----------|-----|--|-----------------------------------|------------|------------|----|------------|-----|--|----------------------------|------------|---------|--|--|----|--|
| P.O.S.T. (C.P.T.) Management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Requirement 1 : Advanced Officer Training (10 hours every 24 months) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Program Title | Completed Hrs | Completion Date | Due Date | In Compliance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Training Officer | 40 | 6/10/2005 | 6/10/2007 | NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Hours | 0 | Out of Compliance <i>You Need 10 more hour(s)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Requirement 2 : Perishable Skills (Every 24 months) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Post Subject | Required Hrs | Completed Hrs | Completion Date | Due Date | In Compliance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSP Firearms Training | 4 | 4 | 1/25/2006 | 1/25/2008 | YES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSP Driver Training | 4 | 6 | 3/23/2006 | 3/23/2008 | YES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSP Arrest and Control Training | 4 | 4 | 3/22/2006 | 3/22/2008 | YES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSP Tactical Communications | 2 | 2 | 2/8/2006 | 2/8/2008 | YES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Required Programs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Program Title | Required By | Completion Date | Repeat Interval | Due Date | Compliant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EEO With All Due Respect | Supervisor | Pending | 24 | N/A | NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Racial Profiling | Classification | 11/5/2003 | 60 | 11/5/2008 | YES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P.O.S.T. Basic Certificate | Classification | Pending | | | NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Appraisal and Development Plan (DPR 911) | Supervisor | Pending | 12 | N/A | NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Defensive Tactics Instructor Refresher | Supervisor | 5/21/2004 | 48 | 5/21/2008 | YES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Defensive Driver Training Program | Supervisor | 11/29/2005 | 48 | 11/29/2009 | YES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ETMS Version 3 Orientation | Supervisor | Pending | | | NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

- b. **Employee Training Record:** To view the Employee's Training Record, click the [View](#) link in the Training Record column. This screen will list all training programs and instructor hours that have been added to the ETMS. The screen will look similar to this:

NOTE: Training records prior to year 2000 are stored in hard copy at the Mott Training Center.

Training Record - Windows Internet Explorer
 https://etms.parks.ca.gov/development/TrainingRecord/

Close Window

Training Record (PETRIE, CINDY)

 [\(download training record\)](#)

| Training Programs Completed | | | | | | | | |
|-----------------------------|---|--------------------------|--------------------------------------|----------------|-----------------|-------------|--------|-------------------|
| Correction | Program Title | Repeat Interval (months) | Training Provider / Program Provider | Location | Completion Date | Length (hr) | Grade | Training Category |
| Submit | Intermediate Carpentry Skills | N/A | State Agency DPR | Monterey | 6/21/2007 | 36 | Credit | |
| Submit | Basic Interpretation for Guides and Interpreters | N/A | State Agency DPR | Hilo, Hawaii | 6/21/2007 | 36 | N/A | |
| Submit | Intellectual Property Rights | N/A | State Agency DPR | Gorda Mountain | 6/21/2007 | 20 | N/A | |
| Submit | Intellectual Property Rights | N/A | State Agency DPR | Gorda Mountain | 6/21/2007 | 20 | N/A | |
| Submit | Firearms Shotgun Training and Qualification | 6 | State Agency DPR | Big Sur | 6/20/2007 | 1 | Credit | |
| Submit | Continuing Advanced Officer | 24 | State Agency DPR | Waikiki | 6/20/2007 | 24 | Credit | |
| Submit | A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting | N/A | Private Vendor mpc | monterey | 6/19/2007 | 8 | N/A | Job Related |
| Submit | iPods in Education | N/A | State Agency DPR Steve Jobs | The Milky Way | 5/21/2007 | 28 | N/A | |
| Submit | Maintenance Leadership Conference | N/A | State Agency DPR | Sacramento | 10/27/2006 | 32 | Credit | |
| Submit | Appraisal and Development Plan (DPR 911) | 12 | DPR | MTC | 10/11/2006 | 0 | N/A | Job Related |
| Submit | Appraisal and Development Plan (DPR 911) | 12 | DPR | MTC | 10/4/2006 | 0 | N/A | Job Required |
| Submit | CAMP - Equipment Property Management | N/A | DPR Valerie Laam | Sacramento HQ | 4/25/2006 | 16 | N/A | Job Related |
| Submit | Purchasing (Video 30 Minutes) | 24 | DPR | MTC | 7/27/2006 | 1 | N/A | Job Required |

Internet 100%

start Corel PHOTO-PAINT... help Employee - Mic... Training Record - W... User Home Page - ... Training Record - W... 4:24 PM

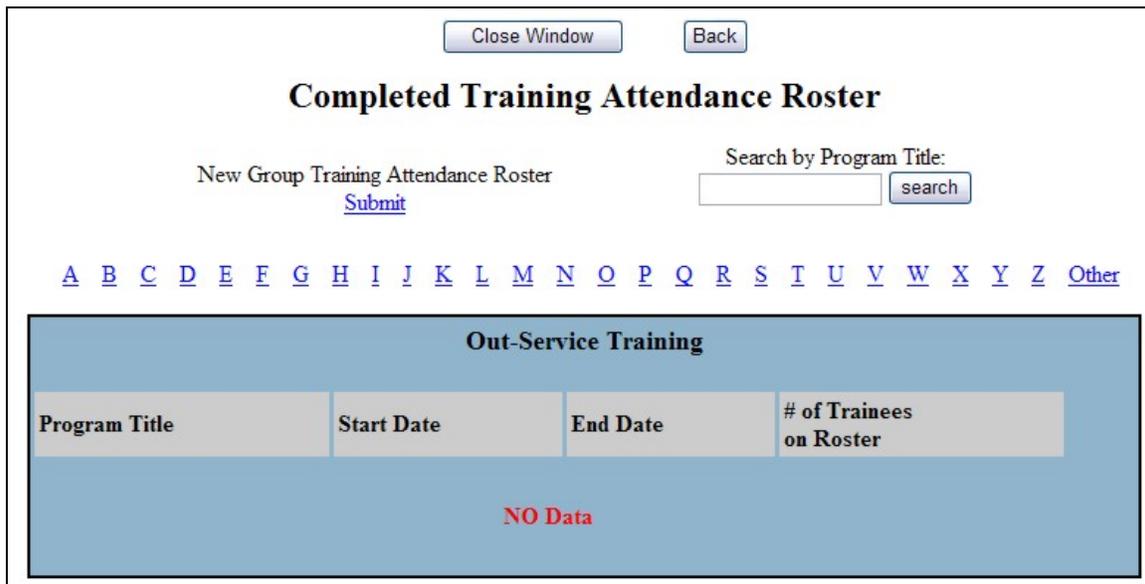
- (1) **Program Title:** If the program title has a hyperlink, you can click this link to view details of the Training Request. This screen can be printed and included with a Travel Expense Claim for reimbursement. The screen will look similar to this:

| | |
|---|---------------------------------------|
| <input type="button" value="Close Window"/> <input type="button" value="Print this Page"/> | |
| Approved | |
| Name: | POTTER, HARRY |
| Classification: | State Park Interpreter I |
| Training Group: | Training Office (068) |
| Sub Group: | William Penn Mott Jr. Training Center |
| Training Provider: | DPR |
| DPR: | DPR |
| Location: | Marconi |
| Program Title: | Skills for Interpreting to Children |
| Training Request Is: | Job Required |
| Justification: | |
| Date: | 1/8/2007 - 1/12/2007 |
| Pre-Selected | |
| Supervisor: | N/A |
| Date Approved: | 12/20/2006 |
| Supervisor Comment: | No Data |
| Sub-Group Manager: | N/A |
| Date Approved: | N/A |
| Sub-Group Manager Comment: | No Data |
| Manager: | N/A |
| Date Approved: | 12/20/2006 |
| Manager Comment: | No Data |
| Training Specialist: | GRAINGER, HERMOINE |
| Date Approved: | 12/20/2006 |
| Training Specialist Comment: | No Data |
| Accommodation: | |
| Explanation: | |
|  Certificate of Completion Certified By : GRAINGER, HERMOINE Certified Date : 5/16/2007 7:43:07 AM | |

- B. **Reports:** By clicking the [Reports](#) link, the Training Specialists can run certain standard reports for Employees within the System. The screen will look similar to this:



1. **Review Reports:** Click the report you want to view and complete the required fields and **submit**.
- C. **Roster-Group:** To manage a Group Training Attendance Roster for a program, click the [Roster-Group](#) link. The screen will look similar to this:



1. **Completed Training Attendance Roster:** To access your Completed Training Attendance Roster, type in the keyword of the

Program Title and click search or locate the program through the [A-Z](#) listing. The screen will look similar to this:

Completed Training Attendance Roster

New Group Training Attendance Roster Search by Program Title:

[Submit](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

| Out-Service Training | | | | | |
|---|------------|------------|----|---|---|
| Program Title | Start Date | End Date | # | Trainee | Roster |
| Emergency Medical Responder (EMR) Refresher | 10/23/2002 | 10/23/2002 | 13 | Add Remove | Duplicate |
| Emergency Medical Responder (EMR) Refresher | 10/31/2002 | 10/31/2002 | 2 | Add Remove | Duplicate |
| Emergency Medical Responder (EMR) Refresher | 9/11/2003 | 9/11/2003 | 3 | Add Remove | Duplicate |
| Emergency Medical Responder (EMR) Refresher | 11/1/2000 | 11/1/2000 | 14 | Add Remove | Duplicate |
| Emergency Medical Responder (EMR) Refresher | 2/27/2002 | 2/27/2002 | 14 | Add Remove | Duplicate |
| Emergency Medical Responder (EMR) Refresher | 9/11/2003 | 9/11/2003 | 0 | Add Remove | Delete Duplicate |
| Emergency Medical Responder (EMR) Refresher | 10/23/2002 | 10/23/2002 | 0 | Add Remove | Delete Duplicate |

- a. **Program Title:** Click the [Program Title](#) link to view description from the Training Catalog.
- b. **Start/End Date:** Start/End date of the Program.
- c. **# of Trainees on Roster:** Shows the number of Trainees who completed the program.
- d. **Trainee:** By clicking the [Add/Remove](#) link, the Training Specialist can remove or add additional Trainees and Instructors to the Roster.
- e. **Roster:**
 - (1) **Delete:** The Training Specialist can delete a program roster by clicking the [Delete](#) link in the Roster column.
 - (2) **Duplicate:** By clicking the [Duplicate](#) link in the Roster column, the Training Specialist can duplicate a program roster and modified all data fields. The screen will look similar to this:

Close Window Back

Training Attendance Roster Duplication Step 1 of 3

| | |
|-------------------|-------------------------|
| PROGRAM TITLE | ETMS Training |
| Hours | 1 |
| Program Location | Mott Training Center |
| Training Provider | Federal Agency |
| Program Provider | DPR |
| Start Date | 1/10/2007 MM/DD/YYYY |
| End Date | 1/10/2007 MM/DD/YYYY |

submit

| NAME | TRAINEE TYPE | GRADE | INSTRUCTOR |
|-------------------|--------------|-------|------------|
| LEMLEY JR, FLOYD | Department | N/A | False |
| HOWARD, GARY | Department | N/A | False |
| CURRY, MICHAEL | Department | N/A | False |
| GRENNELL, CHARLES | Department | N/A | False |
| JACOBS, ROLAND | Department | N/A | False |
| LATTA, HAROLD | Department | N/A | False |

(a) Modify the required program fields and **submit**.
The screen will look similar to this:

Close Window Back

Training Attendance Roster Duplication Step 2 of 3

| | |
|-------------------|--------------------------|
| PROGRAM TITLE | F.O.B. and Freight Terms |
| Hours | 1 |
| Program Location | Mott Training Center |
| Training Provider | State Agency |
| Program Provider | DGS |
| Start Date | 1/11/2007 |
| End Date | 1/11/2007 |

| Delete | Trainee Type | Name | Classification | Grade | Hour(s) | Training Category | Employer | Instructor |
|--------------------------|--------------|-------------------|-------------------------------|-------|---------|-------------------|----------|------------|
| <input type="checkbox"/> | Department | LEMLEY JR, FLOYD | State Park Ranger | N/A | 1 | Job Related | DPR | False |
| <input type="checkbox"/> | Department | HOWARD, GARY | Supervising State Park Ranger | N/A | 1 | Job Related | DPR | False |
| <input type="checkbox"/> | Department | CURRY, MICHAEL | State Park Superintendent II | N/A | 1 | Job Related | DPR | False |
| <input type="checkbox"/> | Department | GRENNELL, CHARLES | State Park Ranger | N/A | 1 | Job Related | DPR | False |
| <input type="checkbox"/> | Department | JACOBS, ROLAND | Supervising State Park Ranger | N/A | 1 | Job Related | DPR | False |
| <input type="checkbox"/> | Department | LATTA, HAROLD | State Park Ranger | N/A | 1 | Job Related | DPR | False |

submit

- (b) Modify the following columns as required to fit your new program: Delete, Grade, Hour(s), Training Category, and Instructor and **submit**. The screen will look similar to this:

Training Attendance Roster Duplication Step 3 of 3

| PROGRAM TITLE | Hours | Program Location | Training Provider | Program Provider | Start Date | End Date |
|--------------------------|-------|----------------------|-------------------|------------------|------------|-----------|
| F.O.B. and Freight Terms | 1 | Mott Training Center | State Agency | DGS | 1/11/2007 | 1/11/2007 |

Department Participant(s)

| Name | Grade | Hour(s) | Training Category | Employer | Instructor | |
|--|-------|---------|-------------------|----------|------------|--|
| ALHAMBRA, EDITH : Management Service T | N/A | 1 | Job Related | DPR | False | <input type="button" value="ADD to Roster"/> |

Non-Department Participant(s)

| Last Name | First Name | Classification | Grade | Hour(s) | Employer | Instructor | |
|-----------|------------|----------------|-------|---------|----------|------------|--|
| | | | N/A | 1 | | False | <input type="button" value="ADD to Roster"/> |

| Trainee Type | Name | Classification | Grade | Hour(s) | Training Category | Employer | Instructor | |
|--------------|--------------------|-------------------------------|-------|---------|-------------------|----------|------------|----------------------------|
| Department | CURRY, MICHAEL | State Park Superintendent II | N/A | 1 | Job Related | DPR | False | [Delete] |
| Department | GRENNEILL, CHARLES | State Park Ranger | N/A | 1 | Job Related | DPR | False | [Delete] |
| Department | HOWARD, GARY | Supervising State Park Ranger | N/A | 1 | Job Related | DPR | False | [Delete] |
| Department | JACOBS, ROLAND | Supervising State Park Ranger | N/A | 1 | Job Related | DPR | False | [Delete] |
| Department | LATTA, HAROLD | State Park Ranger | N/A | 1 | Job Related | DPR | False | [Delete] |
| Department | LEMLEY JR, FLOYD | State Park Ranger | N/A | 1 | Job Related | DPR | False | [Delete] |

- (c) Add additional Department/Non-Department Participants/Instructors and click [ADD to Roster](#) link or if no modifications are required, close window.

NOTE: If you need to correct a program roster that you submitted in error, do the following: duplicate the roster with the correct information, click the [Add/Remove](#) link, and highlight all the Employees on the roster and click **Remove**. The program has now been removed from the Employee's Training Record. You can now delete the program roster.

- New Group Training Attendance Roster:** To submit a New Group Training Attendance Roster, click [Submit](#) link. Locate the program by the [A-Z](#) listing or the search function. The screen will look similar to this:

Close Window Back

Request to Add Program
[SUBMIT](#)

Search by Program Title:

Completed Training
Attendance Rosters
[View](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

| Program Title | Program Category |
|--|------------------|
| A Climate of Change - 2006 Legislative Symposium | Administration |
| A.L.R.T. – Annual Aquatic Safety Video Conference | Aquatic Safety |
| A.L.R.T. – Annual Lifeguard Program Update Meeting | Aquatic Safety |
| A.L.R.T. - Aquatic Search, Rescue, and Recovery | Aquatic Safety |
| A.L.R.T. - Beach Driving | Aquatic Safety |
| A.L.R.T. - Beach Driving Refresher | Aquatic Safety |
| A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation) | Aquatic Safety |
| A.L.R.T. – Emergency Vehicle Operations Course for Seasonal Lifeguards | Aquatic Safety |
| A.L.R.T. – Inflatable Rescue Boat Operation Refresher | Aquatic Safety |
| A.L.R.T. - Inflatable Rescue Boat Operator Course | Aquatic Safety |
| A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting | Aquatic Safety |
| A.L.R.T. - Paddleboard Refresher | Aquatic Safety |
| A.L.R.T. – Paddleboard Rescue | Aquatic Safety |
| A.L.R.T. - Personal Watercraft Operator for Inland Water Rescue | Aquatic Safety |

- a. If the program is not listed, you will need to submit a request to add the program to the Training Catalog.

- b. **Training Attendance Roster:** Click the [Program Title](#) link to complete the details of the Training Attendance Roster. The screen will look similar to this:

- (1) Complete all required fields and **submit**. The screen will look similar to this:

Completed Training Attendance Rosters [View](#)

STEP 1 OF 3 Go To Next Step

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

| Non-Department Trainee(s) | | | |
|---------------------------|------------|----------------|----------|
| Last Name | First Name | Classification | Employer |
| | | | |

[ADD to Roster](#)

[All] [My Training Group]
Hold down 'Ctrl' to select multiple Employees

- ADAMS, KELLY : William Penn Mott Jr
- ALHAMBRA, EDITH : William Penn Mott Jr
- BREAKFIELD, CONNIE : William Penn Mott Jr
- BURKE, JAMES : William Penn Mott Jr
- BURKE, ROBERT : William Penn Mott Jr
- BURNER, ROY : William Penn Mott Jr
- COMBS, CHARLES : William Penn Mott Jr
- CURRY, MICHAEL : William Penn Mott Jr
- DANIELSON, JOANNE : William Penn Mott Jr
- GALANTI, DAVID : N/A
- GARDNER, MICHELLE : William Penn Mott Jr
- GREEN, MICHAEL : William Penn Mott Jr
- GRENNELL, CHARLES : William Penn Mott Jr
- HENRY, GINGERLOU : William Penn Mott Jr
- HOWARD, GARY : William Penn Mott Jr
- JACOBS, ROLAND : William Penn Mott Jr
- JONES, KENNETH : William Penn Mott Jr
- KINCAID, SUMMER : William Penn Mott Jr
- LATTA, HAROLD : William Penn Mott Jr
- LEMLEY JR, FLOYD : William Penn Mott Jr

[ADD to Roster](#)

[REMOVE](#)

NO DATA

NOTE: The listing will default to the Employees in your Training Group. To view all Department Employees click the [All](#) link.

c. **Completion of the Training Attendance Roster:**

- (1) **Step 1 – Employees:** Select the Employees that attended the program and click **ADD to Roster**. To add non-Department Employees, complete all required fields and click **ADD to Roster**. To remove an Employee, highlight their name and click **Remove**. The screen will look similar to this:

NOTE: Use the control key to select more than one employee at a time.

The screenshot shows the 'Training Attendance Roster' interface. At the top, there is a 'Close Window' button, 'STEP 1 OF 3 Go To Next Step' link, and 'Completed Training Attendance Rosters View' link. Below this is the title 'Training Attendance Roster (ETMS Training: 4/2/2007 - 4/2/2007)'. A table titled 'Non-Department Trainee(s)' has columns for 'Last Name', 'First Name', 'Classification', and 'Employer', with an 'ADD to Roster' button to the right. Below the table are two panels. The left panel, titled '[All] [My Training Group] Hold down 'Ctrl' to select multiple Employees', contains a scrollable list of employee names and their employers. The right panel, titled 'Hold down 'Ctrl' to select multiple Employees', contains a list of three employees: WAGY, STEVEN; BOST, PATRICIA; and YAEGER, PAMELA. Between the panels are 'ADD to Roster' and 'REMOVE' buttons with arrows pointing towards them.

- (a) Once all of the Employees who have attended the training are added, click the [Go to Next Step](#) link to complete grade, hours and training category. The screen will look similar to this:

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

Select the appropriate *GRADE, HOURS* and *TRAINING CATEGORY* for each Employee.

Step 2 of 3

| # | Name | Classification | Grade | Hours | Training Category | |
|---|----------------|---------------------------------|-------|-------|-------------------|------------------------|
| 1 | WAGY, STEVEN | State Park Superintendent III | N/A | 1 | Job Related | Delete |
| 2 | BOST, PATRICIA | Staff Service Analyst (General) | N/A | 1 | Job Related | Delete |
| 3 | YAEGER, PAMELA | Staff Service Analyst (General) | N/A | 1 | Job Related | Delete |

- (2) **Step 2 – Grade, Hours and Training Category:** From the drop down menus select the appropriate Grade, Hours and Training Category and **submit**. The screen will look similar to this:

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

Select the appropriate *GRADE, HOURS* and *TRAINING CATEGORY* for each Employee.

Step 2 of 3 [[Go To Next Step](#)]

| # | Name | Classification | Grade | Hours | Training Category | |
|---|----------------|---------------------------------|-------|-------|-------------------|------------------------|
| 1 | WAGY, STEVEN | State Park Superintendent III | N/A | 1 | Job Related | Delete |
| 2 | BOST, PATRICIA | Staff Service Analyst (General) | N/A | 1 | Job Related | Delete |
| 3 | YAEGER, PAMELA | Staff Service Analyst (General) | N/A | 1 | Job Related | Delete |

NOTE: Depending on your Internet browser you may need to repeat this step until all of the drop downs (Grades, Hours and Training Category) are gone.

- (a) Click the [Go to Next Step](#) link to select the Instructors and hours taught. The screen will look similar to this:

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

Enter Instructor(s) Step 3 of 3 [Click Here to Finalize the Attendance Roster](#)

| Department Instructors | | |
|------------------------|-----------------|-------|
| Name | Instructor Type | Hours |
| Please Select | Pending | |

| NON-Department Instructors | | | | | |
|----------------------------|------------|----------------|-----------------|-------|---------------------------------------|
| Last Name | First Name | Classification | Instructor Type | Hours | Employer |
| | | | ATV | 1 | |
| | | | | | <input type="submit" value="submit"/> |

NOTE: To finalize the roster without adding instructors, click the link [Click Here to Finalize the Attendance Roster](#).

- (3) **Step 3 - Department Instructors:** (1) Select a Department Instructor from the drop down menu, (2) wait for Instructor Type to appear in the drop down menu, (3) select Instructor Type and Hours, and (4) **submit**. Repeat the process to add additional Department Instructors. The screen will look similar to this:

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

Enter Instructor(s) Step 3 of 3 [Click Here to Finalize the Attendance Roster](#)

| Department Instructors | | |
|------------------------|-----------------|-------|
| Name | Instructor Type | Hours |
| Please Select | Pending | |

| NON-Department Instructors | | | | | |
|----------------------------|------------|----------------|-----------------|-------|---------------------------------------|
| Last Name | First Name | Classification | Instructor Type | Hours | Employer |
| | | | ATV | 1 | |
| | | | | | <input type="submit" value="submit"/> |

| Department Instructors | | | | | |
|------------------------|---------------------------|-------|-----------------|----------|------------------------|
| Name | Classification | Hours | Instructor Type | Employer | |
| HENRY, GINGERLOU | Administrative Officer II | 1 | ETMS | DPR | Delete |

- (a) To add Non-Department Instructors, complete all required fields and **submit**. Repeat this process to add additional Non-Department Instructors. The screen will look similar to this:

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

Enter Instructor(s) Step 3 of 3 [Click Here to Finalize the Attendance Roster](#)

| Department Instructors | | |
|------------------------|-----------------|-------|
| Name | Instructor Type | Hours |
| Please Select | Pending | |

| NON-Department Instructors | | | | | |
|---------------------------------------|------------|----------------|-----------------|-------|----------|
| Last Name | First Name | Classification | Instructor Type | Hours | Employer |
| | | | ATV | 1 | |
| <input type="button" value="submit"/> | | | | | |

| Department Instructors | | | | | |
|------------------------|---------------------------|-------|-----------------|----------|------------------------|
| Name | Classification | Hours | Instructor Type | Employer | |
| HENRY, GINGERLOU | Administrative Officer II | 1 | ETMS | DPR | Delete |

| NON-Department Instructors | | | | | |
|----------------------------|----------------|-------|-----------------|----------|------------------------|
| Name | Classification | Hours | Instructor Type | Employer | |
| SMITH, JOHN | Consultant | 1 | ETMS | 906 LLC | Delete |

- (4) **Step 4 – Finalize Roster:** Click the link [Click Here to Finalize the Attendance Roster](#) to view the finalized roster. The screen will look similar to this:

Training Attendance Roster (Group)
 (ETMS Training: 4/8/2007 - 4/8/2007)

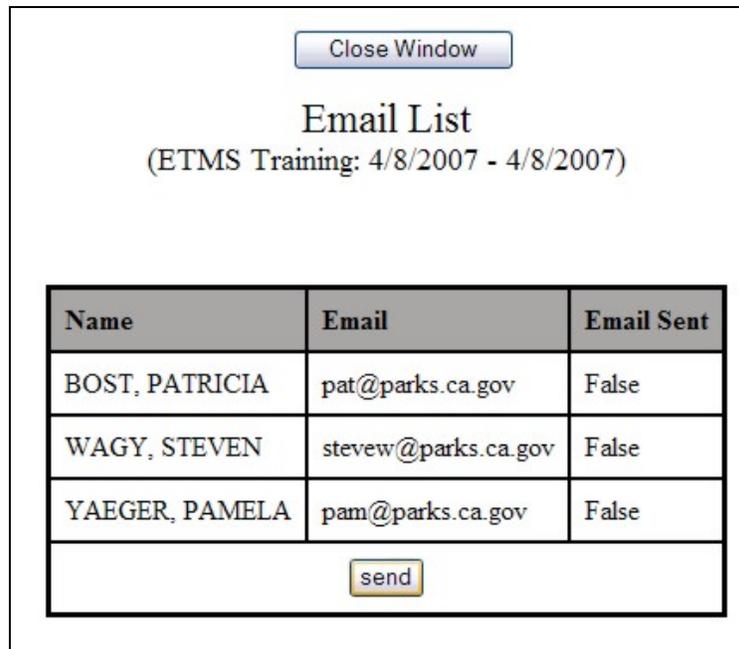
Completed Training Attendance Rosters [View](#)
 Email List [View](#)

| Permanent Trainee(s) | | | | |
|----------------------|---------------------------------|-------|-------|-------------------|
| Name | Classification | Hours | Grade | Training Category |
| BOST, PATRICIA | Staff Service Analyst (General) | 1 | N/A | Job Related |
| WAGY, STEVEN | State Park Superintendent III | 1 | N/A | Job Related |
| YAEGER, PAMELA | Staff Service Analyst (General) | 1 | N/A | Job Related |

| Training Program Instructor(s) | | | | |
|--------------------------------|-----------------|---------------------------|-------|----------|
| Name | Instructor Type | Classification | Hours | Employer |
| HENRY, GINGERLOU | ETMS | Administrative Officer II | 1 | DPR |
| SMITH, JOHN | ETMS | Consultant | 1 | 906 LLC |

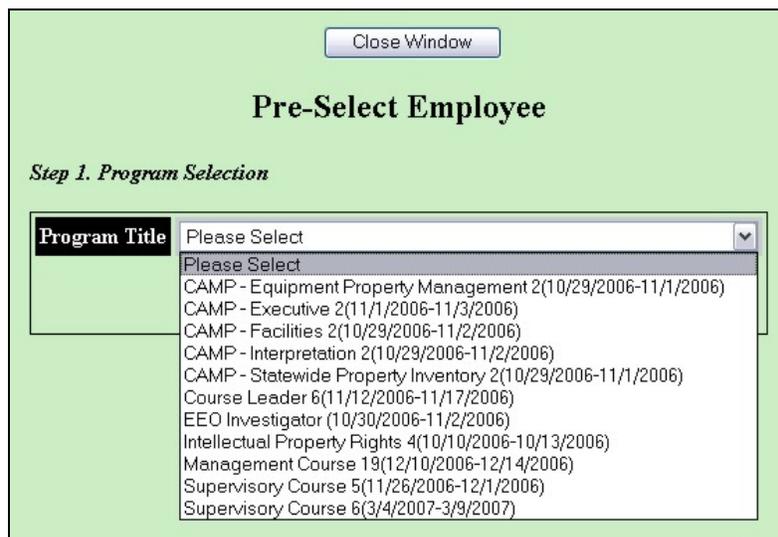
- (a) **Email List:** Click the [View](#) link to review the Email Address of all the Employees who completed the program. By clicking **send**, the Employee and their Supervisor will be notified that the program has been added to their training record. If

additional Employees are added to the roster, the email will be sent only to those Employees. The screen will look similar to this:



(b) **Completed Training Attendance Rosters:** Click the [View](#) link to return to your listing of Completed Training Attendance Rosters.

D. **Roster-Pre-Select:** By clicking the [Roster-Pre-Select](#) link within the drop down menu, a page will appear that lists all programs assigned to the Training Specialist. The screen will look similar to this:



1. **Program:** To pre-select employees, select the program from the drop down menu and click the **Next** button. The screen will look similar to this:

Close Window

Pre-Select Employee

Step 2. Add employee(s) to Supervisory Course 5 (11/26/2006-12/1/2006) [Back to the List](#)

Hold down 'Ctrl' to select multiple Employees

- BRAZIL, FRANCES : Park Aid -Seasonal-
- BRAZZIL, CHRISTINE : Guide I Historical M
- BREAKFIELD, CONNIE : Supervising State Pa
- BREAN, RONALD : State Park Superinte
- BRECEDA, ELIZABETH : Park Aid -Seasonal-
- BRECKENRIDGE, RYLAND : Maintenance Aide (Se
- BRECKLING, BARRY : State Park Ranger
- BREEDEN, HANNAH : Park Aid -Seasonal-
- BREHM, DENNIS : Park Interpretive Sp
- BREITMAIER, COURTNEY : Park Aid -Seasonal-
- BREM, ELLEN : State Park Ranger
- BRENENSTALL, MICHAEL : Stationary Engineer
- BRENNAN, GARY : State Park Ranger
- BRENNAN, HUGH : Lifeguard I (Seasona
- BRENNAN, JAMES : Park Aid -Seasonal-

----->>>>>>

ADD

NO DATA

<<<<<<<<-----

REMOVE

submit

(Click 'Submit' button to finalize the Roster)

2. **Employee:** Select the Employee(s) and click **ADD**. To remove an Employee that has been selected in error, highlight their name and click **REMOVE**. The screen will look similar to this:

NOTE: Use the control key to select more than one employee at a time.

Close Window

Pre-Select Employee

Step 2. Add employee(s) to Understanding and Interpreting Deserts 2 (2/25/2007-3/2/2007) [Back to the List](#)

Hold down 'Ctrl' to select multiple Employees

- AARSTAD, BYRON : Groundskeeper
- AASEN, JOANNE : Guide II Historical
- ABEL, SARAH : Park Aid -Seasonal-
- ABLES, RICHARD : Park Maintenance Wor
- ABMA, ERIC : Lifeguard
- ABRAHAM, JOHN-PAUL : Senior Maintenance A
- ABSHER, ELLEN : State Park Interpret
- ACEITUNO, CHRISTINA : Staff Services Manag
- ACEVES, DANIEL : Maintenance Aide (Se
- ACKERMANN, NICOLE : State Park Ranger
- ACKHOFF, PETER : Lifeguard II (Season
- ACOSTA, BRUNO : Maintenance Aide (Se
- ADAMA, DALE : Lifeguard
- ADAMACHE, DEPRICK : Firefighter/Security
- ADAMS, KAREN : Associate Landscape

----->>>>>>

ADD

Hold down 'Ctrl' to select multiple Employees

- HENRY, GINGERLOU : Administrative Officer II
- WAGY, STEVEN : State Park Superintendent III

<<<<<<<<-----

REMOVE

- a. Once all the Employees have been selected, click **submit**. The screen will look similar to this:

| Program Title : | | Understanding and Interpreting Deserts (Group 2) | |
|------------------|---------------------|---|---------------------|
| Dates : | | 2/25/2007 - 3/2/2007 | |
| Name | Email | Supervisor | Email |
| HENRY, GINGERLOU | ginger@parks.ca.gov | HENRY, GINGERLOU | ginger@parks.ca.gov |
| WAGY, STEVEN | stevew@parks.ca.gov | HENRY, GINGERLOU | ginger@parks.ca.gov |

- b. **Emails:** Review the email addresses for accuracy. If the email addresses are not correct, contact the Employee/Supervisor or ETMS System Administrator to correct the email address. Once the email address is corrected in the Employee's profile, refreshing this screen will update the email address.

If the email addresses are correct, click the **Send** button. The screen will look similar to this:

Pre-Select Employee

Step 2. Add employee(s) to Understanding and Interpreting Deserts 2 (2/25/2007-3/2/2007) [Back to the List](#)

Hold down 'Ctrl' to select multiple Employees

- AARSTAD, BYRON : Groundskeeper
- AASEN, JOANNE : Guide II Historical
- ABEL, SARAH : Park Aid -Seasonal-
- ABLES, RICHARD : Park Maintenance Wor
- ABMA, ERIC : Lifeguard
- ABRAHAM, JOHN-PAUL : Senior Maintenance A
- ABSHER, ELLEN : State Park Interpret
- ACEITUNO, CHRISTINA : Staff Services Manag
- ACEVES, DANIEL : Maintenance Aide (Se
- ACKERMANN, NICOLE : State Park Ranger
- ACKHOFF, PETER : Lifeguard II (Season
- ACOSTA, BRUNO : Maintenance Aide (Se
- ADAMA, DALE : Lifeguard
- ADAMACHE, DERRICK : Firefighter/Security
- ADAMS, KAREN : Associate Landscape

----->>>>>

NO DATA

<<<<<<<

(Click 'Submit' button to finalize the Roster)

Trainee(s) already Pre-Selected

HENRY, GINGERLOU

WAGY, STEVEN

NOTE: If the email address is not legitimate, you will receive an email from the System Administrator with a subject line titled Undeliverable: Training Request Management. Open the email to see which Employee's email address was not legitimate and contact the Employee/Supervisor or ETMS System Administrator for correction.

NOTE: To add additional Employees, repeat the process above.

- E. **Course Leader Request:** By clicking the [Course Leader Request](#) link within the drop down menu, a page will appear that lists all programs assigned to the Training Specialist. The screen will look similar to this:

The screenshot shows a web interface with three navigation links: [Home](#), [Current](#), and [Archive](#). Below these is a section titled "My Current Programs" with a dropdown menu. The dropdown menu is open, showing the following options:

- Please Select
- Administrative Workshop Test v 3 - 12/25/2007 - 1/1/2008 (1)
- Introduction to California State Parks 100 - 10/9/2007 - 10/12/2007 (1)

Program: Select the program from the drop down menu. The screen will look similar to this:

The screenshot shows the same web interface as above, but with the dropdown menu set to "Business and Fiscal 9999 - 12/25/2007 - 12/31/2007". Below the dropdown is a table with the following structure:

| Course Leader Request | | | |
|-----------------------|---------|--------------|----------|
| Submit | Pending | Not Approved | Approved |
| 0 | 0 | 0 | 0 |

To the right of the table, there is a grey box containing the text "Housing Request 0" and a blue link: [Enroll Non-Department Instructor\(s\)](#).

1. **Course Leader Request**

- a. **Submit:** To submit a Course Leader Request for an Instructor, click the <#> link in the Submit column. The screen will look similar to this:

[Back](#)

Course Leader Request

Program Title: Business and Fiscal 9999
Program Date: 12/25/2007 - 12/31/2007

| Name | Course Title |
|---|---|
| <input style="width: 95%; height: 20px;" type="text" value="Please Select"/> | <input style="width: 95%; height: 20px;" type="text"/> |
| Start Date: <input style="width: 80px;" type="text"/> <input style="width: 20px;" type="button" value="E3"/> (MM/DD/YYYY) | End Date: <input style="width: 80px;" type="text"/> <input style="width: 20px;" type="button" value="E3"/> (MM/DD/YYYY) |
| Start Time : <input style="width: 60px;" type="text" value="Select"/> | End Time : <input style="width: 60px;" type="text" value="Select"/> |
| Comment : <div style="border: 1px solid #ccc; height: 40px; width: 95%;"></div> | |
| <input style="width: 50px;" type="button" value="submit"/> | |

| Email | Name | Date | Supervisor | SG Manager | Manager |
|---------|------|------|------------|------------|---------|
| No Data | | | | | |

Name: Select the Instructor name from the drop down menu. If the name is not on the list, contact the System Administrator to add that Instructor to the database.

- (1) **Course Title:** Type in the Course Title in the text box.
- (2) **Start/End Date:** Select the date for the course.
- (3) **Start/End Time:** When listing start or end times list only the actual hours of the course do not include the meal period.
- (4) **Comment:** List any information that you want the Instructor to know regarding the program.
- (5) **Submit:** Click the **submit** link. The screen will look similar to this:

[Back](#)

Course Leader Request

Program Title: Business and Fiscal 9999
Program Date: 12/25/2007 - 12/31/2007

| Name | Course Title |
|---|--|
| <input type="text" value="Please Select"/> | <input type="text"/> |
| Start Date: <input type="text"/> (MM/DD/YYYY) | End Date: <input type="text"/> (MM/DD/YYYY) |
| Start Time : <input type="text" value="Select"/> | End Time : <input type="text" value="Select"/> |
| Comment : <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> | |
| <input type="button" value="submit"/> | |

| Email | Name | Date | Supervisor | SG Manager | Manager |
|----------------------|--|--|------------------|----------------|----------------|
| View | WAGY, STEVEN Delete | Add Dates Business Problems 12/25/2007 - 12/25/2007 (1300-1700) Delete | HENRY, GINGERLOU | COMBS, CHARLES | GREEN, MICHAEL |

- b. **Instructor:** To add additional dates for that Course or to add additional courses for the Instructor, click the [Add Dates](#) link and enter the course, dates, times, and comment and click **submit**. The screen will look similar to this:

[Back](#)

Course Leader Request

Program Title: Business and Fiscal 9999
Program Date: 12/25/2007 - 12/31/2007

| Name | Course Title |
|---|---|
| BOST, PATRICIA | <input style="width: 80%;" type="text"/> |
| Start Date: <input style="width: 100px;" type="text"/> (MM/DD/YYYY) | End Date: <input style="width: 100px;" type="text"/> (MM/DD/YYYY) |
| Start Time : <input style="width: 100px;" type="text"/> | End Time : <input style="width: 100px;" type="text"/> |
| <input type="button" value="submit"/> | |

| Email | Name | Date | Supervisor | SG Manager | Manager |
|----------------------|--|--|------------------|----------------|----------------|
| View | BOST, PATRICIA Delete | Add Dates Fiscal Funding 12/30/2007 - 12/30/2007 (1300-1700) Delete Fiscal Procedures 12/31/2007 - 12/31/2007 (0800-1000) Delete | HENRY, GINGERLOU | COMBS, CHARLES | GREEN, MICHAEL |
| View | WAGY, STEVEN Delete | CALSTARS 12/28/2007 - 12/28/2007 | HENRY, GINGERLOU | COMBS, CHARLES | GREEN, MICHAEL |
| View | WAGY, STEVEN Delete | Business Problems 12/25/2007 - 12/25/2007 Business Problems 12/26/2007 - 12/26/2007 Contracts 12/26/2007 - 12/26/2007 | HENRY, GINGERLOU | COMBS, CHARLES | GREEN, MICHAEL |

- (1) **Delete:** To delete a date, click the [Delete](#) link next to the date and time. If you need to delete the Instructor, click the [Delete](#) link under the Instructor's name.
- (2) **Email:** Once all the information is listed for that Instructor, click the [View](#) link to review the Course Leader Request. If the information is correct, click the [Send Email](#) link and an email will go to the Instructor requesting approval action. The screen will look similar to this:

Close Window

[Send Email](#)

Date : 1/1/1900

To : PATRICIA BOST
Mott District

From : Department of Parks and Recreation
Training Office

Subject : Course Leader Request

Your Approval is requested to serve as a course leader in : **Business and Fiscal 9999**

Location : **South Pole**

Comment :
Please let me know if you need any audio visual equipment or handouts.

| <u>Course Title</u> | <u>Date</u> | <u>Time</u> |
|---------------------|-----------------------|-----------------------|
| Fiscal Funding | 12/30/2007-12/30/2007 | (1300-1700) 4 hour(s) |
| Fiscal Procedures | 12/31/2007-12/31/2007 | (0800-1000) 2 hour(s) |

This request will involve 6 hour(s) of instruction, plus travel time.

Once approved, your participation as a Course Leader will help provide quality training and effective instruction. As a Course Leader proper office attire should be worn at all times. We impress upon our staff and students a strong professional appearance and would like the course leaders to be a good example of that professionalism.

As a reminder, all overtime and per diem expenses that you incur will be paid by the Training Office. Please send a copy of the Monthly Work Report, DPR 511, for any overtime incurred during this training to the Training Office. In addition, submit your Travel Expense Claim to the Training Office for final approval and coding.

If you have any questions regarding this request, please contact HENRY, GINGERLOU at ginger@parks.ca.gov or (831) 649-2954. Your support and assistance in the delivery of our departmental training program is appreciated.

Michael D. Green
Acting Department Training Officer

- b. **Pending:** List all Course Leader Requests pending approval action at any level.
- c. **Not Approved:** List all Course Leader Requests that have not been approved at any level. An email will be sent to the Training Specialist and a copy to the Instructor when a Course Leader Request is not approved at any level.
- d. **Approved:** List all Course Leader Requests that have been approved. An email is sent to the Training Specialist and a

copy to the Instructor when the Course Leader Request is approved by the Manager.

- e. **Enroll Non-Department Instructor(s):** To add a Non-Department Instructor, click the [Enroll Non-Department Instructor\(s\)](#) link. The screen will look similar to this:

[Back](#)

Course Leader Request (Non-Department Instructors)

Program Title: Business and Fiscal 9999
Program Date: 12/25/2007 - 12/31/2007

| Name | | Course Title |
|--|---|--|
| <input style="width: 90%;" type="text"/> Last Name | <input style="width: 90%;" type="text"/> First Name | <input style="width: 95%;" type="text"/> |
| <input style="width: 95%;" type="text"/> Email | | |
| Start Date: <input style="width: 60%;" type="text"/> (MM/DD/YYYY) | End Date: <input style="width: 60%;" type="text"/> (MM/DD/YYYY) | |
| Start Time : <input style="width: 60%;" type="text"/> | End Time : <input style="width: 60%;" type="text"/> | |
| Comment : <div style="border: 1px solid #ccc; height: 40px; width: 95%;"></div> | | |
| <input type="submit" value="submit"/> | | |

| Email | Name | Date |
|---------|------|------|
| No Data | | |

- (1) **Name:** List the first and last name of the Instructor in the text boxes.
- (2) **Course Title:** List the course title in the text box.
- (3) **Email Address:** List the email address in the text box.
- (4) **Start/End Date:** Select the date for the course.
- (5) **Start/End Time:** When listing start or end times list only the actual hours of the course do not include the meal period.
- (6) **Comment:** List any information that you want the Instructor to know regarding the program.
- (7) **Submit:** Click the **submit** link. The screen will look similar to this:

[Back](#)

Course Leader Request (Non-Department Instructors)

Program Title: Business and Fiscal 9999
Program Date: 12/25/2007 - 12/31/2007

| Name | | Course Title |
|---|-------------------------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Last Name | First Name | |
| <input type="text"/> | | |
| Email | | |
| Start Date: | <input type="text"/> (MM/DD/YYYY) | End Date: <input type="text"/> (MM/DD/YYYY) |
| Start Time : | <input type="text" value="Select"/> | End Time : <input type="text" value="Select"/> |
| Comment : | | |
| <input style="width: 100%;" type="text"/> | | |
| <input type="button" value="submit"/> | | |

| Email | Name | Date |
|----------------------|---|--|
| View | POTTER, HARRY Delete | Add Dates Witchy Business 12/30/2007 - 12/30/2007 (1300-1700) Delete |

- (8) **Instructor:** To add additional dates for that Course or to add additional courses for the Instructor, click the [Add Dates](#) link and enter the course, dates, times, and comment and click **submit**.
- (a) **Delete:** To delete a date, click the [Delete](#) link next to the date and time. If you need to delete the Instructor, click the [Delete](#) link under the Instructor's name.
- (b) **Email:** Once all the information is listed for the Instructor, click the [View](#) link to review the Email that will be sent to the Instructor. If the information is correct, click the [Send Email](#) link and an email will go to the Instructor confirming their participation as an Instructor. The screen will look similar to this:

[Close Window](#)

[Back](#)

[Send Email](#)

Date : 1/1/1900
To : HARRY POTTER

This email is to confirm your participation as a course leader in: **Business and Fiscal 9999**

Location : South Pole

Comment :
Please let me know if you will need any audio visual equipment or handouts.

| <u>Course Title</u> | <u>Date</u> | <u>Time</u> |
|---------------------|-----------------------|-----------------------|
| Witchy Business : | 12/30/2007-12/30/2007 | (1300-1700) 4 hour(s) |

This request will involve **4** hour(s) of instruction.

- II. INSTRUCTOR HOUSING:** To request housing for an approved Instructor, click the [Course Leader Request](#) link from the drop down menu, select the program, and click the <#> link under the approved column. The screen will look similar to this:

[Close Window](#)

Course Leader Request

Department Instructors

| Detail | Housing Request Notification | Course Leader | Program Detail | Date/Time Requested | Total Hours | Instructor Approval | Supervisor Approval | SGM Approval | Manager Approval | Training Specialist |
|----------------------|------------------------------|----------------|-------------------------------------|---|-------------|-----------------------|---|---|---|---------------------------------|
| View | Send | BOST, PATRICIA | Business and Fiscal 9999 South Pole | Fiscal Funding 12/30/2007-12/30/2007 (1300-1700) Fiscal Procedures 12/31/2007-12/31/2007 (0800-1000) | 6 | Approved 10/4/2007 | HENRY, GINGERLOU Approved 10/4/2007 | COMBS, CHARLES Approved 10/4/2007 | GREEN, MICHAEL Approved 10/4/2007 | HENRY, GINGERLOU (831) 649-2954 |
| View | Submitted | WAGY, STEVEN | Business and Fiscal 9999 South Pole | CALSTARS 12/28/2007-12/28/2007 (0800-1200) | 4 | Approved 10/1/2007 | HENRY, GINGERLOU Approved 10/1/2007 | COMBS, CHARLES Approved 10/1/2007 | GREEN, MICHAEL Approved 10/1/2007 | HENRY, GINGERLOU (831) 649-2954 |

Non-Department Instructor(s)

| Email | Course Leader | Program Detail | Date/Time Requested | Total Hours | Training Specialist |
|----------------------|---------------|-------------------------------------|---|-------------|---------------------|
| View | POTTER, HARRY | Business and Fiscal 9999 South Pole | Witchy Business 12/30/2007-12/30/2007 (1300-1700) | 4 | HENRY, GINGERLOU |

- A. Housing Request Notification:** Under the Housing Request Notification column, click the [Send](#) link for each Instructor and an email will be sent to the Instructor requesting their housing requirements.

- B. Housing Request:** Once the Instructor has completed their housing request an email is sent to the Training Specialist. To view the completed housing requests, click the [Course Leader Request](#) link from the drop down menu, select the program, and click the <#> link next to Housing Request. The screen will look similar to this:

Housing Requirement


[\(download Housing Report\)](#)

Department Instructors

| Course Leader | Program Title | Training Group | Housing Date(s) |
|---------------|--------------------------|----------------|--|
| WAGY, STEVEN | Business and Fiscal 9999 | Mott District | (x) 12/27/2007 - 12/28/2007 View Comment |

Non-Department Instructor(s)

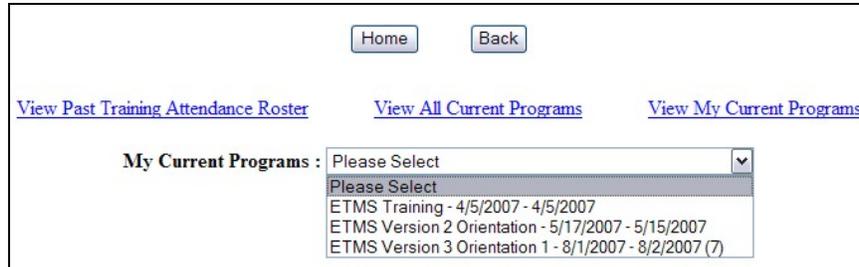
| Course Leader | Program Title | Housing Date(s) |
|---------------|--------------------------|---------------------------|
| POTTER, HARRY | Business and Fiscal 9999 | Add Dates |

1. **Housing:**
 - a. **Comment:** Click the [View Comment](#) link to view any comments by the Instructor.
 - b. **Edit:** To edit an Instructor's housing request dates, click the [Date](#) link and edit the check-out and/or check-in dates
 - c. **Non-Department Instructor(s):** To add housing requirements for a Non-Department Instructor, click the [Add Dates](#) link in the Housing Date(s) column.

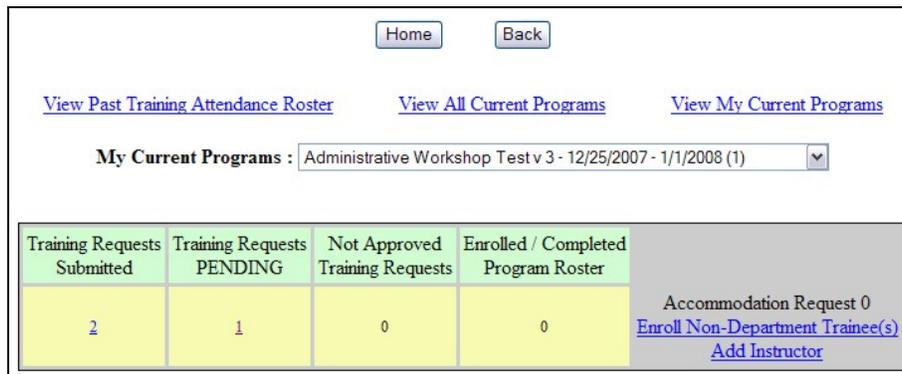
- C. **Housing Report:** Click the [\(download Housing Report\)](#) link, to download the report to an Excel Spreadsheet.

III. TRAINING REQUEST MANAGEMENT: To manage In-Service Training Requests for all Employees, a task bar called **Training Request Mgt : Training Spec : Action Needed! (2)** is located on the

Home Page. This link allows the Training Specialist to manage the rosters for all programs assigned. The number within the parenthesis is the link to the pending In-Service Training Requests. The screen will look similar to this:



- A. **Program:** Locate the program from the drop down menu. The number within the parenthesis is the number of pending training request for that program. By selecting the program, a page opens that allows the Training Specialist to view the following links: Training Requests Submitted, Training Request Pending, Not Approved Training Requests, Enrolled/Completed Program Roster, Accommodation Request, Enroll Non-Department Trainee(s) and Add Instructor. The screen will look similar to this:



1. **Training Requests Submitted:** By clicking the <#> link, the Training Specialist can view all Training Requests that have been submitted for this program. Each page displays ten Training Requests at a time. To view additional Training Requests, click the page [#'s](#) link. The screen will look similar to this:

Close Window

Back

Page : [1](#) [2](#) [3](#) [4](#)

| Number: 1 | |
|-----------------------------|-----------------------------|
| Name: | ALVAREZ, GILBERT |
| Classification: | State Park Ranger |
| Training Group: | Orange Coast District (925) |
| Sub Group: | Orange Coast South Sector |
| Supervisor: | SERPA, JAMES |
| Date Approved: | Pending |
| Sub-Group Manager: | LONG, STEPHEN |
| Date Approved: | Pending |
| Manager: | ROZZELLE, RICHARD |
| Date Approved: | Pending |
| Training Specialist: | BREAKFIELD, CONNIE |
| Date Approved: | Pending |

| Number: 2 | |
|-----------------------------|--------------------------------|
| Name: | ALVAREZ III, RODOLFO |
| Classification: | Lifeguard |
| Training Group: | San Diego Coast District (935) |
| Sub Group: | San Diego North Sector |
| Supervisor: | KETTERER, BRIAN |
| Date Approved: | 11/20/2006 |
| Sub-Group Manager: | STOUFER, DENNIS |
| Date Approved: | 11/20/2006 |
| Manager: | DENNISON, RICHARD |
| Date Approved: | 1/8/2007 |
| Training Specialist: | BREAKFIELD, CONNIE |
| Date Approved: | 1/11/2007 |

NOTE: If the full page does not load, refresh the screen.

- Training Request Pending:** To view a listing of all pending Training Requests, click the <#> link in the column. The screen will look similar to this:

Page : [1](#)

[Back to Roster](#)
ETMS Version 3 Orientation (8/1/2007-8/2/2007)

| Detail | Submit Date | Name | Classification | Training Group | Approval | Rank | TS Rank | Approval Action | TS Comment |
|------------------------|-------------|------------------|---------------------------------|-----------------------|----------|------|---------|-----------------|------------|
| Detail | 6/1/2007 | MICHELLE GARDNER | State Park Superintendent I | Training Office (068) | Pending | 0 | N/A | Pending | |
| Detail | 6/1/2007 | KENNETH JONES | State Park Superintendent V | Training Office (068) | Pending | 0 | N/A | Pending | |
| Detail | 6/1/2007 | PATRICIA BOST | Staff Service Analyst (General) | Training Office (068) | Pending | 0 | N/A | Pending | |
| Detail | 6/1/2007 | CHARLES COMBS | TRAINING OFFICR II | Training Office (068) | Pending | 0 | N/A | Pending | |
| Detail | 6/1/2007 | PAMELA YAEGER | Staff Service Analyst (General) | Training Office (068) | Pending | 0 | N/A | Pending | |
| Detail | 6/1/2007 | MICHAEL GREEN | State Park Interpreter III | Training Office (068) | Pending | 0 | N/A | Pending | |
| Detail | 6/1/2007 | MARY WRIGHT | Chief Deputy Director | Training Office (068) | Pending | 0 | N/A | Pending | |

- a. **Detail:** Click the [Detail](#) link to display the details of the Employee Training Request.
- b. **TS Rank:** This applies to Alternate Employees only; rank “1” being the highest priority and rank “5” being the lowest.
- c. **Approval Action:** From the drop down menu in the Approval Action column, the Training Specialist can choose Approve, Not Approve or Alternate. If Not Approve is selected, the Training Specialist must provide a comment.
- d. **Submit:** Click the **submit** button to submit approval action.

NOTE: Do not take Approval Action until after the Training Request Due Date that is listed on the Training Schedule.

3. **Not Approved Training Requests:** By clicking the <#> link, the Training Specialist can view a listing of all Training Request that they have Not Approved.

NOTE: Employees must resubmit a Training Request for all Training Request that have been Not Approved by the Training Specialist.

4. **Enrolled Program Roster:** By clicking the <#> link, the Training Specialist can view all participants and alternates listed on the program roster and complete the details of the roster and **submit**. The screen will look similar to this:

Administrative Workshop - 1
(9/5/2007 - 9/5/2007)

Department Employees - Program Roster

[Send Email](#)

| # | Detail | Name | Classification | Training Group | Hours Completed | Training Attendance Roster | Grade | Comments |
|---|--------------------------|---|-------------------------------|----------------|-----------------|----------------------------|-------|----------|
| 1 | [Detail] | ALHAMBRA, EDITH [Remove] | Management Service Technician | Mott District | 32 | Pending | N/A | |
| 2 | [Detail] | BREAKFIELD, CONNIE [Remove] | Supervising State Park Ranger | Mott District | 32 | Pending | N/A | |
| 3 | [Detail] | GREEN, MICHAEL [Remove] | State Park Interpreter III | Mott District | 32 | Pending | N/A | |
| 4 | [Detail] | GREEN, MICHAEL [Remove] | State Park Interpreter III | Mott District | 32 | Pending | N/A | |
| 5 | [Detail] | SPENCER, WILLIAM [Remove] | Park Maintenance Worker I | Mott District | 32 | Pending | N/A | |
| 6 | [Detail] | WAGY, STEVEN [Remove] | State Park Superintendent III | Mott District | 32 | Pending | N/A | |

Non Permanent Trainee(s) - Program Roster

| Name | Classification | Employer | Hours Completed | Training Attendance Roster | Grade | Comment |
|---------------------------------------|----------------|----------|-----------------|----------------------------|-------|---------|
| <input type="button" value="submit"/> | | | | | | |

- a. **Email:** To notify all participants that are on the roster, click the [Send Email](#) link. The screen will look similar to this:

| | |
|---------------------------------------|---|
| Sent To : | ALHAMBRA, EDITH (ealhambra@parks.ca.gov); BREAKFIELD, CONNIE (dennis@go906.com); GREEN, MICHAEL (steve@wagy.net); GREEN, MICHAEL (steve@wagy.net); SPENCER, WILLIAM (bspencer@parks.ca.gov); WAGY, STEVEN (steve@wagy.net); |
| From : | BREAKFIELD, CONNIE (dennis@go906.com) |
| Subject : | <input type="text"/> |
| Message : | <div style="border: 1px solid black; height: 100px; width: 100%;"></div> |
| <input type="button" value="submit"/> | |

- b. To complete the roster, verify Hours Completed, select action from the Training Attendance Roster column, select

grade, if applicable, and add comment as required and **submit**. The screen will look similar to this:

Cooperating Association Liaison Skill Building - 1
(12/4/2006 - 12/8/2006)

| Department Employees - Program Roster | | | | | | | | |
|---------------------------------------|------------------------|----------------------|----------------------------------|--------------------------------------|-----------------|----------------------------|--------|----------|
| # | Details | Name | Classification | Training Group | Hours Completed | Training Attendance Roster | Grade | Comments |
| Edit | Delete | NIXON, VALERIE | State Park Ranger | Northern Buttes District (645) | 32 | Completed | Credit | |
| Edit | Delete | OBSON, MARK | State Park Superintendent I | Gold Fields District (690) | 32 | Completed | Credit | |
| Edit | Delete | NEUFELD, SHERYL | State Park Ranger | Monterey District (720) | 32 | Completed | Credit | |
| Edit | Delete | BUONAGUIDI, MATTHEW | State Park Ranger | Monterey District (720) | 32 | Completed | Credit | |
| Edit | Delete | JACOBUS, ROXANN | State Park Ranger | North Coast Redwoods District (635) | 32 | Completed | Credit | |
| Edit | Delete | CARLSON, CASEY | Supervising State Park Ranger | Tehachapi District (900) | 32 | Completed | Credit | |
| Edit | Delete | LONG, STEPHEN | State Park Superintendent III | Orange Coast District (925) | 32 | Completed | Credit | |
| Edit | Delete | GREEN, MATTHEW | Supervising State Park Ranger | Monterey District (720) | 32 | Completed | Credit | |
| Edit | Delete | GRANT, BART | State Park Ranger | Inland Empire District (930) | 32 | Completed | Credit | |
| Edit | Delete | MOORE, DARCI | Regional Interpretive Specialist | Central Valley District (730) | 32 | Completed | Credit | |
| Edit | Delete | LINGENFELTER, KIRK | State Park Superintendent III | Santa Cruz District (715) | 32 | Completed | Credit | |
| Edit | Delete | RONNING, MARGARET | Museum Curator I | Tehachapi District (900) | 32 | Completed | Credit | |
| Edit | Delete | PEPITO, ALPHONSO | State Park Superintendent III | Angeles District (915) | 32 | Completed | Credit | |
| Edit | Delete | DENNIS, DAVID | State Park Ranger | Hollister Hills District (536) | 32 | Completed | Credit | |
| Edit | Delete | DAVIS, LINDA | State Park Ranger | Northern Buttes District (645) | 32 | Completed | Credit | |
| Edit | Delete | BANCROFT, CHARLES | State Park Ranger | Monterey District (720) | 32 | Completed | Credit | |
| Edit | Delete | ORRANO, STUART | State Park Ranger | Monterey District (720) | 32 | Completed | Credit | |
| Edit | Delete | ORTIZ III, JUVENTINO | State Park Superintendent II | San Luis Obispo Coast District (740) | 32 | Completed | Credit | |

NOTE: Program Completion must be done within 30 days from the end of the program. After that time period, you will need to complete your roster by going to [Group-Roster](#) link on the Training Specialist drop down menu.

- (1) **Edit:** To change the hours or grade for an Employee, click the [Edit](#) link.
 - (2) **Delete:** To delete an Employee from the roster, click the [Delete](#) link.
5. **Accommodation Request:** By clicking the <#> link, the Training Specialist can view a listing of all Accommodation Requests that were submitted with the Training Request. The screen will look similar to this:

Name : WAGY, STEVEN
Classification : State Park Superintendent III
Training Group : Training Office (068)
Accommodation : Dietary
Explanation : I can not eat anything with a mother or face.

6. **Enroll Non-Department Trainee(s)**: By clicking the [Enroll Non-Department Trainee\(s\)](#) link, the Training Specialist can enter the information for Non-Department Trainees. Complete all required fields and click **Add**. The screen will look similar to this:

ETMS Version 3 Orientation (8/1/2007 - 8/2/2007)

[Back to the list](#)

Enter information for Non-Department Trainee(s)

| Last Name | First Name | Classification | Email | Training Category | Employer | Comment |
|----------------------|----------------------|----------------------|----------------------|--|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Job Related <input type="button" value="v"/> | <input type="text"/> | <input type="text"/> |

| Non-Department Trainee(s) | | | | | | |
|---------------------------|----------------|--------------------|-----------------|-----------------------|-------------------|-------------------|
| # | Name | Classification | Email | Employer | Training Category | Comment |
| 1 | BUSH, GEORGE W | Commander in Chief | george@bush.edu | National Park Service | Job Required | Big man on campus |

| Department Trainee(s) | | | |
|-----------------------|-------------------|---------------------------------|-----------------------|
| # | Name | Classification | Training Group |
| 1 | BOST, PATRICIA | Staff Service Analyst (General) | Training Office (068) |
| 2 | GARDNER, MICHELLE | State Park Superintendent I | Training Office (068) |
| 3 | JONES, KENNETH | State Park Superintendent V | Training Office (068) |
| 4 | WRIGHT, MARY | Chief Deputy Director | Training Office (068) |

7. **Add Instructors:** Click the [Add Instructor](#) link. The screen will look similar to this:

Administrative Workshop - Test v 3 (12/25/2007 - 1/1/2008)

| DPR Instructor Hours | | |
|----------------------|-----------------|-------|
| Instructor Name | Instructor Type | Hours |
| Please Select | Pending | |

| Training Program NON-Department Instructors | | | | | |
|---|------------|----------------|-----------------|-------|----------|
| Last Name | First Name | Classification | Instructor Type | Hours | Employer |
| | | | ATV | 32 | |
| <input type="button" value="submit"/> | | | | | |

| Instructor List | | | |
|-------------------|----------|-----------------|-------|
| DPR INSTRUCTOR(S) | | | |
| Instructor Name | Employer | Instructor Type | Hours |
| | | | |

- a. **Department Instructor Hours:** (1) Select a Department Instructor from the drop down menu, (2) wait for Instructor Type to appear in the drop down menu, (3) select Instructor Type and Hours, and (4) click **submit**. Repeat the process to add additional Department Instructors. The screen will look similar to this:

ETMS Version 3 Orientation - 1 (8/1/2007 - 8/2/2007)

| DPR Instructor Hours | | |
|----------------------|-----------------|-------|
| Instructor Name | Instructor Type | Hours |
| Please Select | Pending | |

| Training Program NON-Department Instructors | | | | | |
|---|------------|----------------|-----------------|-------|----------|
| Last Name | First Name | Classification | Instructor Type | Hours | Employer |
| | | | ATV | 16 | |
| <input type="button" value="submit"/> | | | | | |

| Instructor List | | | |
|-------------------|----------|-----------------|---------------------------|
| DPR INSTRUCTOR(S) | | | |
| Instructor Name | Employer | Instructor Type | Hours |
| GREEN, MICHAEL | DPR | ETMS | 16 Delete |
| HENRY, GINGERLOU | DPR | ETMS | 16 Delete |
| WAGY, STEVEN | DPR | ETMS | 16 Delete |

- b. **Non-Department Instructors:** Complete all required fields and click **submit**. Repeat this process to add additional Non-Department Instructors and click **Close Window**. The screen will look similar to this:

ETMS Version 3 Orientation - 1 (5/31/2007 - 6/1/2007)

| DPR Instructor Hours | | |
|----------------------|-----------------|-------|
| Instructor Name | Instructor Type | Hours |
| Please Select | Pending | |

| Training Program NON-Department Instructors | | | | | |
|---|------------|----------------|-----------------|-------|----------|
| Last Name | First Name | Classification | Instructor Type | Hours | Employer |
| | | | ATV | 16 | |
| <input type="button" value="submit"/> | | | | | |

| Instructor List | | | | |
|-----------------------|----------|-----------------|-------|------------------------|
| DPR INSTRUCTOR(S) | | | | |
| Instructor Name | Employer | Instructor Type | Hours | |
| GREEN, MICHAEL | DPR | ETMS | 16 | Delete |
| HENRY, GINGERLOU | DPR | ETMS | 16 | Delete |
| WAGY, STEVEN | DPR | ETMS | 16 | Delete |
| NON DPR INSTRUCTOR(S) | | | | |
| YUNE, DENNIS | DPR | ETMS | 16 | Delete |

- B. **[View Past Training Attendance Roster](#):** To view a listing of all past Training Attendance Rosters in the database, click this link. The screen will look similar to this:

[View Past Training Attendance Roster](#) [View All Current Programs](#) [View My Current Programs](#)

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#) [\[Other\]](#)

| Program Title [A-Z] | Program Date [A-Z] | Training Specialist [A-Z] | Completed |
|--|------------------------------------|---|--------------------|
| Administrative Workshop | 2/7/2005 - 2/11/2005 | WAGNER, LAURA | 30 |
| Administrative Workshop | 11/6/2005 - 11/10/2005 | WAGNER, LAURA | 35 |
| Advanced Carpentry Skills | 12/12/2004 - 12/17/2004 | COMBS, CHARLES | 24 |
| Advanced Electrical Skills | 2/6/2005 - 2/11/2005 | COMBS, CHARLES | 23 |
| Advanced Museum Collections Management | 11/28/2004 - 12/3/2004 | LOMBARD, KARYN | 35 |
| Advanced Plumbing Skills | 4/24/2005 - 4/29/2005 | COMBS, CHARLES | 21 |
| Advanced Trails Program: Climbing and Rigging | 5/8/2005 - 5/13/2005 | COMBS, CHARLES | 29 |
| Advanced Trails Program: Maintenance Management | 9/26/2004 - 10/1/2004 | COMBS, CHARLES | 20 |
| Advanced Trails Program: Road to Trails Mechanized Equipment | 9/25/2005 - 9/30/2005 | COMBS, CHARLES | 20 |

- C. [View All Current Programs](#): To view a listing of all current programs on the Training Schedule, click this link. The screen will look similar to this:

Home Back

[View Past Training Attendance Roster](#) [View All Current Programs](#) [View My Current Programs](#)

All Current Programs : Please Select

- Please Select
- 21st Century Terrorism - 7/31/2007 - 8/31/2007
- Administrative Workshop 11 - 3/12/2007 - 3/16/2007
- Advanced Carpentry Skills 10 - 3/25/2007 - 3/30/2007
- Advanced Electrical Skills 10 - 3/11/2007 - 3/16/2007
- Advanced Park Management 2 - 3/12/2007 - 3/16/2007
- Advanced Trails Program: Maintenance Management 6 - 5/20/2007 - 5/25/2007
- Basic Visitor Services Training 30 - 1/1/2007 - 6/29/2007
- Boating Safety and Enforcement-Inland Waterways (DPR Instructed) - 4/29/2007 - 5/4/2007
- CAMP - Equipment Property Management 3 - 3/18/2007 - 3/21/2007
- CAMP - Executive 3 - 3/21/2007 - 3/23/2007
- CAMP - Facilities 3 - 3/18/2007 - 3/22/2007
- CAMP - Interpretation 3 - 3/18/2007 - 3/22/2007
- CAMP - Statewide Property Inventory 3 - 3/18/2007 - 3/21/2007
- Course Leader 7 - 4/2/2007 - 4/6/2007
- EEO Counselor - 3/26/2007 - 3/29/2007
- ETMS Training - 4/5/2007 - 4/5/2007
- ETMS Version 2 Orientation - 5/17/2007 - 5/15/2007
- ETMS Version 2 Orientation - 5/31/2007 - 5/31/2007
- ETMS Version 3 Orientation 1 - 5/31/2007 - 6/1/2007
- Field Training Officer 9 - 3/25/2007 - 3/30/2007
- Field Training Officer Refresher 6 - 4/23/2007 - 4/26/2007
- Field Training Supervisor 2 - 5/21/2007 - 5/24/2007
- Firearms Inspector 11 - 4/16/2007 - 4/21/2007
- Historic Preservation 19 - 4/22/2007 - 4/27/2007
- Interpretive Program Coordination and Supervision 4 - 4/15/2007 - 4/20/2007
- Introduction to California State Parks 34 - 3/12/2007 - 3/16/2007
- Introduction to California State Parks 35 - 4/2/2007 - 4/6/2007
- Masonry Skills 12 - 5/6/2007 - 5/11/2007
- Officer Involved Shooting 4 - 3/4/2007 - 3/9/2007

1. Select the Program to view the Training Requests. The screen will look similar to this:

Home Back

[View Past Training Attendance Roster](#) [View All Current Programs](#) [View My Current Programs](#)

My Current Programs : Please Select

| Training Requests Submitted | Training Requests PENDING | Not Approved Training Requests | Enrolled / Completed Program Roster |
|-----------------------------|---------------------------|--------------------------------|-------------------------------------|
| 8 | 0 | 2 | [2] [4] |

Accommodation Request 0
[Enroll Non-Department Trainee\(s\)](#)
[Add Instructor](#)

2. Within the column heading, click the <#> link to view each Training Request status.
- D. **[View My Current Programs](#)**: To view a listing of your current programs on the Training Schedule, click this link.