



The National Wildfire Suppression Association
preserving and protecting our environment

NWSA Certified Instructors Responsibilities

Why you can
teach through
NWSA!

Instructors that are certified through NWSA are not employees of ours, you are responsible for all activities related to training that you perform! Your certification is available because of the NWSA's Memorandum of Understanding with the Agencies.

You are responsible for notifying our NWSA Training Coordinator of any potential classes you will be holding 7 days in advance. If you need to do an emergency class with less than a 7-day notice, cancel a class, move a class, or change lead instructors, please advise the training coordinator ASAP.

How we
monitor our
instructors
and the
database.

The NWSA office staff verifies class entries monthly against the class notifications the Training Coordinator received to ensure that all instructors are inputting training they provide.

Please be sure to notify Stan if a class is **cancelled** or **rescheduled**.

Please be sure to use the **Name of the instructor** that is actually teaching the class.

Notification to the geographical Area Coordinating Group is also required. ODF requires WCFT notification if you are on the crew agreement.

Notifications

Once you send notification of a class, and put that class on, you must enter the class no later than 72 hours following the end of the class.

Many of you go out on assignments and if the class is not entered, the NWSA staff must spend the time to reach you, get the roster and enter the class into the database for you so the vendor can print their card.

Instructor Responsibilities

The vendor is PAYING you to do that work not NWSA. If our staff has to perform this function for you, we will have the Training Coordinator send you a Letter of Warning, and NWSA will bill you the cost of our administrative time for the work.

Additionally you will be required at that point to submit a class roster to us for all classes you teach.

Violations of Instructor Responsibilities

If another similar violation occurs, we will notify the Training Coordinator who will send you a letter suspending your NWSA Instructor Certification.

Our MOU's requires that we track ALL training done under our certification, and we require you to enter them into the NWSA Database System so we can track that. All Instructors in all Regions are required to enter any training done with our Certification into the database, no exceptions.

Entering your Training

Some Regions allow you to use a NWCG Certificate, but that does NOT preclude you from entering the students into our database for tracking purposes.

Instructor –
Client
Responsibilities

Please respond to your clients in a prompt manner. This will save a lot of calls to our office in which we in turn must try to contact you to resolve questions. This is difficult if you are on a fire assignment.

Database Issues

Please CHECK before you setup a new student, to be sure they are not in the database. This creates duplicates that we must fix! If you make an error, please call the NWSA office so we can fix them....don't just setup another student.

**It is your responsibility
to enter funds into your
account through the
database system.
PayPal is available.**

**Be sure to resize your
photos before entering
them into the database,
the best size is WEB
small or 250x250 pixels.**

Database Issues

If you teach nonmembers, please remember they cannot access our system. You must provide them with a Certificate of Training from the system.

Be sure to put an ending date on your classes. The system will not print cards without an end date.

Database Issues

Database Issues

If doing a Basic Firefighter Class for new employees, be sure to enter the following:

Fitness Test - if you administer the Test

**FFT2 Qualification – Certified date is the
last date of the class.**

Picture – You need to upload a photo for every new employee.

Database Issues

Do not use Records Review Class for Non NWSA RT 130 or Basic FFT2, as it will not print out the current year RT 130 on the back of the card with a Records Transfer. If you enter a non NWSA RT 130 Cert or Basic Cert, also please upload the certificate in that class under the Enter Grades section, so it shows in the students training history.

Database Issues

If you are teaching the Basic Firefighter class and IS700A and IS100 are taken online, please enter those certificates into the Basic Class under Enter Grades, so they show up in the student training history.

Database Changes

- We have added the student last name, first initial to the back of the cards to make it easier to ensure backs and fronts match up.
- We have created options for you to upload outside certificates into most classes.
- If you make an error in SS# or spelling of name you must email the nwsa staff for us to correct those mistakes.
- If you have Windows 10 you can use Paint to resize your pictures.

**Other
Information
for NWSA
Instructors**

**Revised Chapters in NWSA
Training Manual Website:
www.NWSA.US, under Training
Documents**

Other Information for NWSA Instructors

S-290 Intermediate Wildland Fire Behavior – NWSA will follow the minimum instructor qualifications in the FMCG (PMS 901-1). Highly recommend using our fire weather meteorologist and having successfully completed S-390.

**Other
Information for
NWSA
Instructors:**

**NWSA Database Tutorial
Webinar – How many took this
course?**

**NWSA website will have the
Webinar online. Before a new
instructor is certified, they will
be required to take the online
tutorial.**

Other Information for NWSA Instructors:

1

Online and blended courses while acceptable by NWCG may not be acceptable by our company members depending on their company policy.

2

Do not enter FFT-2, S-212 and other courses in segments. Enter when completed. Save yourself money!

Notes Slide

Do Not use people that ARE NOT certified as unit instructors.