

TRAINING COORDINATOR

NOTE: The System Administrator assigns the Training Coordinator role on the ETMS for all Training Groups.

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

The Training Coordinator Role will allow you to manage several of the Training Requirements for Employees within the Training Group. There are two additional tasks on the Training Coordinator's Home Page, the Training Coordinator drop down menu and the Training Request Management bar.

- I. **TRAINING COORDINATOR DROP DOWN:** By placing the mouse on the [\[Tr Coord\]](#) link, six management tasks will appear on a drop down menu: Employee, Proxy, Record Correction, Reports, Roster-Group and Schedule 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:

Employees

[P.O.S.T.](#) [POST ID](#)

[All](#) [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](#)

Search by name:

1. **Employee Listing:** The Training Coordinator can search for an Employee based on a keyword or [A-Z](#) listing. To search by a keyword, type in the first or last name and click **search**. The screen will look similar to this:

Employees

Search by name:

[P.O.S.T.](#) [POST ID](#)

[All](#) [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](#)

Name	Email	Classification	Sub-Group	Training Record	Training Request
ADAMS, STEPHAN	stevev@parks.ca.gov	Maintenance Aide (Seasonal)	Capitol One	View Add	Submit
ALHAMBRA, EDITH	ealhambra@parks.ca.gov	Management Service Technician	N/A	View Add	Submit
BOST, PATRICIA	dennis@go906.com	Administrative Officer I	N/A	View Add	Submit
BREAKFIELD, CONNIE	dennis@go906.com	Supervising State Park Ranger	N/A	View Add	Submit

NOTE: Review your Employee listing to insure that all Employees are listed. Any missing Employee needs to update their profile

- a. **Home Page:** To view the details of an Employee's Home Page, click the Employee's name. The Training Coordinator will be presented with a screen that will allow them to edit the Employee's profile and view required training program compliance. The screen will look similar to this:

HOME PAGE

Name
POTTER, HARRY

Classification
#0983: State Park Ranger

Instructor Type:
Defensive Tactics

Education License
N/A

Training Group
Monterey District (720)

Sub Training Group
Monterey Sector

Email
hpotter@parks.ca.gov

Work Phone
(999) 999-9999

Primary Supervisor
BLACK, SIRIUS

Alternate Supervisor
BLACK, SIRIUS

Training Coordinator
WEASLEY, RON

Manager
GRAINER, HERMOINE

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 hours!</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	Missing	24	5/4	NO
Racial Profiling	Classification	11/5/2003	60	11/5/2008	YES
P.O.S.T. Basic Certificate	Classification	Missing	Missing	Missing	NO
Appraisal and Development Plan (DPR 911)	Supervisor	Missing	12	5/5	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	Missing	Missing	Missing	NO

- (1) **Edit Employee's Profile:** To edit the information in an Employee's Profile do the following:
 - (a) **Training Group:** To change the Employee's Training Group, select the new Training Group from the drop down menu. This allows the system to load the Sub-Groups and Supervisors.
 - (b) **Sub-Group:** To select, click the down arrow and select the appropriate Sub-Group or select N/A if not assigned to a Sub-Group.
 - (c) **Supervisor(s):** Select the Supervisor from the drop down menu as Primary and a different name as Alternate if applicable. If the Employee does not have an Alternate Supervisor, select the same name for both Primary and Alternate.
 - (d) **Email:** Enter the Employee's current email address.
 - (e) **Work Phone:** Enter the Employee's current work phone number.
 - (f) **Submit**
 - (g) **Back:** Click the back button to return to Employee listing.

- (2) **Required Training Programs:** From the Employee listing, click the name link to view required training programs and compliance in the following areas:
 - (a) **P.O.S.T. Management**, if applicable.
 - (b) **Required Programs**, if applicable.
 - (c) **Continual Professional Training (CPT) Management**, if applicable.
 - [1] Click the [YES/NO](#) link to view compliance details.

b. **Training Record**

- (1) **View:** 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 (SMITH, DAVID)

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

Training Programs Completed								
Correction	Program Title	Repeat Interval (months)	Training Provider / Program Provider	Location	Completion Date	Length (hr)	Grade	Training Category
Edit Delete	Defensive Driver Training Program, Classroom or On-line version	48	State Agency Office of Risk & Insurance Mgmt., DGS	Internet	1/12/2012	4	N/A	Job Required
Edit Delete	Ethics Orientation for State Officials	24	State Agency Office of the Attorney General, Dept. of Justice	Internet	1/11/2012	2	N/A	Job Required
Edit Delete	Information Privacy Protection	12	State Agency CA Office of Privacy Protection	Internet	1/10/2012	1	N/A	Job Required
Edit Delete	EEO With All Due Respect	24	State Agency DPR	Redwood Conference Room 1404-17	8/24/2010	4	N/A	Job Required
Edit Delete	Information Privacy Protection	12	State Agency DPR	Sacramento	8/1/2007	1	N/A	Job Required
Edit Delete	EEO With All Due Respect	24	State Agency DPR - Human Rights Office	Sacramento	7/24/2007	4	N/A	Job Related
Edit Delete	Defensive Driver Training Program, Classroom or On-line version	48	State Agency DGS - Office of Risk and Insurance Management	Sacramento	5/2/2007	4	N/A	Job Required
Edit Delete	CAATERS	N/A	State Agency DPR	Sacramento	4/24/2007	2	N/A	Job Related
Edit Delete	Completed Staff Work	N/A	State Agency CPS Human Resources Services - Training Center	DPR Headquarters	5/2/2006	16	N/A	Job Related
Edit Delete	Pathways to the Future Training Seminar	N/A	State Agency DPR	Marconi Conference Center	12/15/2005	16	N/A	Job Required
Edit Delete	Introduction to California State Parks	N/A	DPR	MTC	10/4/2002	28	N/A	Job Required

(a) **Correction-Edit:** To edit the Employee's Training Record, click the [Edit](#) link in the Correction column next to the course you would like to edit. This screen will list all information related to the course entry. The screen will look similar to this:

Edit Training Record

Program Title:

Hours:

Grade:

Training Category:

Program Location:

Training Provider:

Program Provider:

Start Date:

End Date:

(1) Make the appropriate changes and click Submit.

(b) **Correction-Delete:** To delete an entry from the Employee's Training Record, click the [Delete](#) link in the Correction column next to the course you would like to edit. This screen will list all information related to the course entry. The screen will look similar to this:

Program Title	Defensive Driver Training Program, Classroom or On-line version
Completion Date	1/12/2012


Are You sure you want to delete this data?

(1) Click Yes or No.

- (c) **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:

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

- (2) **Add:** To add a program to an Employee's Training Record, click the [Add](#) link in the Training Record column. A list of all programs in the Training Catalog

will be presented in an [A-Z](#) listing or search by program title. The screen will look similar to this:

Training Catalog

Request to Add Program [SUBMIT](#) Search by Program Title:

[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](#)

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

- (a) Click the [Submit](#) link in the Roster column and complete the required information and **submit**. The page will look similar to this:

Training Catalog

Program Title: A Climate of Change - 2006 Legislative Symposium

Hours:

Name:

Grade:

Click for definition
*** Training Category:**

Program Location:

Training Provider:

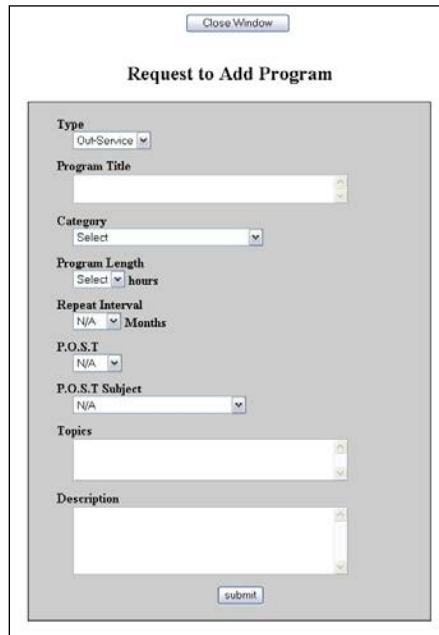
Program Provider:

Start Date:
MM/DD/YYYY

End Date:
MM/DD/YYYY

- (3) In order to submit a Training Request, the training program must be listed in the Training Catalog. If the

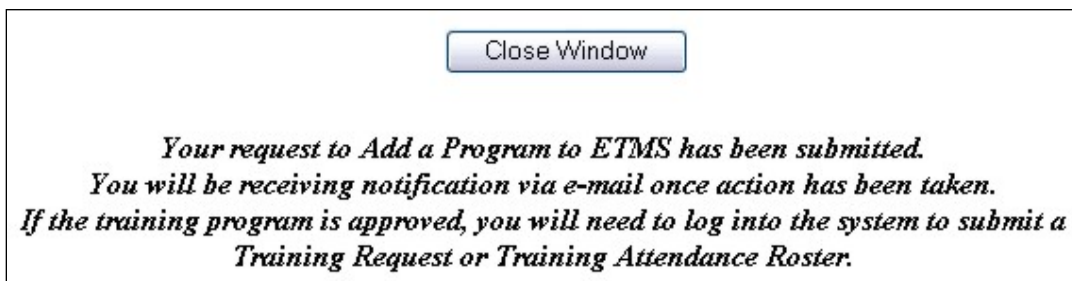
program does not exist in the Training Catalog, you have the ability to request that the program be added to the Training Catalog. By clicking the [SUBMIT](#) link, the **Request to Add Program** screen will appear in a pop up window. Complete all required fields and **submit**. The screen will look similar to this:



The screenshot shows a web form titled "Request to Add Program" with a "Close Window" button at the top. The form contains the following fields:

- Type: Out-Service (dropdown)
- Program Title: (text input)
- Category: Select (dropdown)
- Program Length: Select (dropdown) hours
- Repeat Interval: N/A (dropdown) Months
- P.O.S.T: N/A (dropdown)
- P.O.S.T Subject: N/A (dropdown)
- Topics: (text input)
- Description: (text input)
- submit (button)

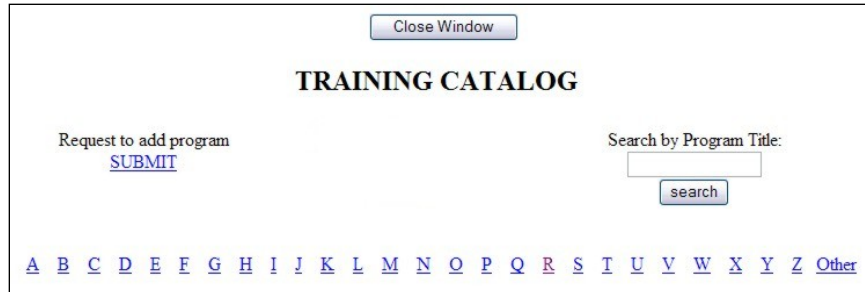
- (a) Once you click the **submit** button, this request will be sent to the System Administrator for approval and inclusion into the Training Catalog. The screen will look similar to this



The screenshot shows a confirmation message with a "Close Window" button at the top. The message text is:

*Your request to Add a Program to ETMS has been submitted.
You will be receiving notification via e-mail once action has been taken.
If the training program is approved, you will need to log into the system to submit a
Training Request or Training Attendance Roster.*

- c. **Training Request:** To submit a Training Request for an Employee, click the [Submit](#) link in the Training Request column. This will display the current Training Catalog. The screen will look similar to this:



- (1) **Training Catalog:** The Training Coordinator can locate a program in the Training Catalog based on a keyword or an [A-Z](#) listing. To search by a keyword, type in the keyword and click **search**. The screen will look similar to this:

Training Request	Type	Program Title	Category
Submit	Out-Service	A Climate of Change - 2006 Legislative Symposium	Administration
View Schedule	In-Service	A.L.R.T. - Advanced Watercraft Rescue Training (PWC)	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Annual Aquatic Safety Video Conference	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Annual Lifeguard Program Update Meeting	Aquatic Safety
View Schedule	Both	A.L.R.T. - Aquatic Search, Rescue, and Recovery	Aquatic Safety
Submit			
Submit	Out-Service	A.L.R.T. - Beach Driving	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Beach Driving Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation)	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Emergency Vehicle Operations Course for Seasonal Lifeguards	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Inflatable Rescue Boat Operation Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Inflatable Rescue Boat Operator Course	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Paddleboard Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Paddleboard Rescue	Aquatic Safety

- (a) Click the [Program Title](#) link to view the details of the program from the Training Catalog.

(b) Training Request column.

- [1] To complete an Out-Service Training Request click the [Submit](#) link, an **Out-Service Training Request** will appear; complete all required fields and **submit**. The screen will look similar to this:

The screenshot shows a web-based form titled "OUT-SERVICE Training Request Form". At the top, there are two buttons: "Close Window" and "Back". The form itself is enclosed in a grey border and contains the following fields and controls:

- Name:** ADAMS, STEPHAN
- * Program Title:** A Climate of Change - 2006 Legislative Symposium (highlighted in yellow)
- * Supervisor:** WAGY, STEVEN (dropdown menu)
- * TRAINING CATEGORY:** Please Select (dropdown menu, with a "Click for definition" link above it)
- * Training Provider:** Federal Agency (dropdown menu)
- * Program Provider:** (text input field)
- * Program Location:** (text input field)
- * Start Date:** (calendar icon) MM/DD/YYYY
- * End Date:** (calendar icon) MM/DD/YYYY
- * Program Length(Hrs):** Select (dropdown menu)
- * State Time(Hrs):** Select (dropdown menu)
- * Employee Time(Hrs):** Select (dropdown menu)
- * Registration Cost:** \$ 0 (text input field)
- * Estimated Per Diem:** \$ 0 (text input field)
- * Justification:** (text area)

At the bottom of the form, there are two buttons: "Back" and "submit".

- [2] To complete an In-Service Training Request click the [View Schedule](#) link, the dates from the current training schedule for the program will appear. If "No Data" is listed, the program has not been scheduled and a Training Request can not be submitted at this time. The screen will look similar to this:

TRAINING CATALOG

Request to add program
[SUBMIT](#)

Search by Program Title:

[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](#)

Training Request	Type	Program Title	Category
Submit	Out-Service	P.A.S Device Training	Public Safety
Submit	Out-Service	P.O.S.T Basic SWAT	Public Safety
View Schedule Submit	Both	P.O.S.T. Academy Instructor Certificate Course Group 6 6/17/2007 - 6/22/2007 (Mott Training Center)	Instructor Training
Submit	Out-Service	P.O.S.T. Assertive Supervision Course	Administration
View Schedule	In-Service	P.O.S.T. Basic Certificate	Public Safety
Submit	Out-Service	P.O.S.T. Basic Narcotics Investigations (CD-ROM)	Public Safety
Submit	Out-Service	P.O.S.T. Basics of Technical Search Equipment & Operations B, S&K 88	Public Safety
Submit	Out-Service	P.O.S.T. Communication: Keeping Your Edge (CD-ROM)	Public Safety
Submit	Out-Service	P.O.S.T. Death Investigation	Public Safety
Submit	Out-Service	P.O.S.T. Dignitary Security	Public Safety

- [a] To sign up for the program, click the [Program Date](#) link and the **In-Service Training Request Form** will appear. Complete the required fields and click **submit**. The screen will look similar to this:

IN-SERVICE Training Request Form

* Required Field

Program Title: Basic Carpentry Skills 18

Date (Start-End): 12/17/2006 - 12/22/2006

Supervisor: HENRY, GINGERLOU

Click for definition
 * Training Category: Please Select

* Justification: (Max of 300 characters)

Accommodation: None

Accommodation Explanation: (Max of 300 characters)

- (2) **Request to Add Program:** If the program does not exist in the Training Catalog, the Training Coordinator

has the ability to add the program by clicking the Request to Add Program [SUBMIT](#) link.

- d. **P.O.S.T. Compliance:** To access the P.O.S.T. Compliance Report, click the [Employee](#) link within the drop down menu, a page will appear that will look similar to this:

Employees

[P.O.S.T.](#) [POST ID](#)

Search by name:

[All](#) [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](#)

- (1) By clicking the [P.O.S.T.](#) link, a Compliance Report will appear for all State Park Peace Officers assigned to the Training Group and the status of their P.O.S.T. training. The screen will look similar to this:

P.O.S.T (**C.P.T.**) Compliance Report

Name	Classification	In Compliance
POTTER, HARRY	Lifeguard Supervisor I	NO
BLACK, SIRIUS	State Park Ranger	NO
WEASLEY, RON	State Park Ranger	NO
GRAINGER, HERMOINE	Lifeguard	YES
DOE, JOHN	State Park Ranger	NO
HITCHCOCK, ALFRED	State Park Ranger	NO
WAYNE, JOHN	Lifeguard	YES
DICK, MOBY	State Park Ranger	NO
LADD, ALAN	State Park Ranger	NO
ROGERS, GINGER	Supervising State Park Ranger	NO
ASTAIRE, FRED	State Park Ranger	NO
CABLE, CLARK	Lifeguard	NO

- (a) To see the specific details of an Employee's Compliance Report, click the Employee's name and you will be linked to their P.O.S.T. Management screen. The screen will look similar to this:

POTTER, HARRY					
Close Window					
Requirement 1 : Advanced Officer Training (10 hours every 24 months)					
Program Title	Completed Hrs	Completion Date	Due Date		
PSP Driver Training	2	9/27/2006	9/27/2008		
PSP Arrest and Control Training	12	2/23/2006	2/23/2008		
Total Hours	14	In Compliance			
Requirement 2 : Perishable Skills (Every 24 months)					
Program Title	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	6	10/29/2003	10/29/2005	NO
PSP Driver Training	4	6	9/27/2006	9/27/2008	YES
PSP Arrest and Control Training	4	16	2/23/2006	2/23/2008	YES
PSP Tactical Communications	2	2	12/20/2003	12/20/2005	NO

- e. **POST ID:** By clicking the [POST ID](#) link, a report will appear with all State Park Peace Officers who have listed their POST ID number in their profile. The screen will look similar to this:

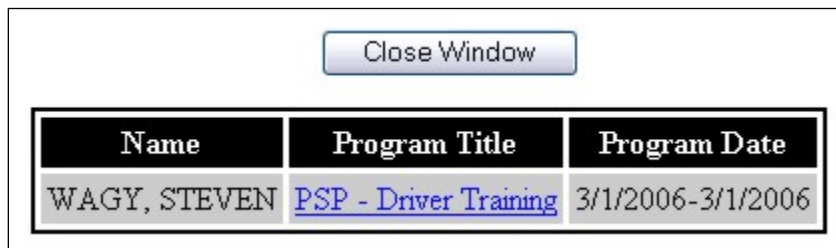
EMPLOYEES WITH POST ID				
Name	Classification	Training Group	Sub Group	POST ID
HENRY, GINGERLOU	Administrative Officer II	Mott District	Capitol One	RR55555
WAGY, STEVEN	State Park Superintendent III	Mott District	Capitol One	7734

- B. **Proxy:** A Training Coordinator has the ability to assign another User to perform their function within the ETMS. A Training Coordinator is allowed only one Proxy at a time.
1. **Activate:** To activate a Proxy, do the following:
 - a. Click the [Proxy](#) link in the drop down menu.
 - b. Select an Employee from the list and click **add**. This Employee is now the Proxy for your role.
 2. **Deactivate:** The Proxy can be deactivated by the Training Coordinator or the Employee designated as Proxy. To deactivate, click the Proxy's name and click **Deactivate**.
- C. **Record Corrections:** Employees have the ability to request a correction to a program on their Training Record. The Training

Coordinator will be notified via email of a pending Record Correction request and **Action Needed!** will appear under the [Record Correction](#) link. The screen will look similar to this:



1. By clicking the [Record Correction](#) link within the Training Coordinator drop down menu, a screen will appear that will look similar to this:



- a. **Record Correction:** Click the link under the Program Title column. The screen will look similar to this:

	Current Record	Modified Record
Program Title:	A Climate of Change - 2006 Legislative Symposium	A Climate of Change - 2006 Legislative Symposium
Hours:	5	5
Grade:	N/A	N/A
Training Category:	Job Related	Job Required
Program Location:	testing dennis	testing dennis
Program Provider:	testing dennis	MTC
Training Provider:	none	State Agency
Start Date:	3/8/2007	3/8/2006
End Date:	3/8/2007	3/8/2006
Employee Comment:	Please change record as shown	
Supervisor Comment:		
Comment:	<input type="text"/>	
Approval:	<input type="button" value="Approve to Modify"/>	
	<input type="button" value="submit"/>	

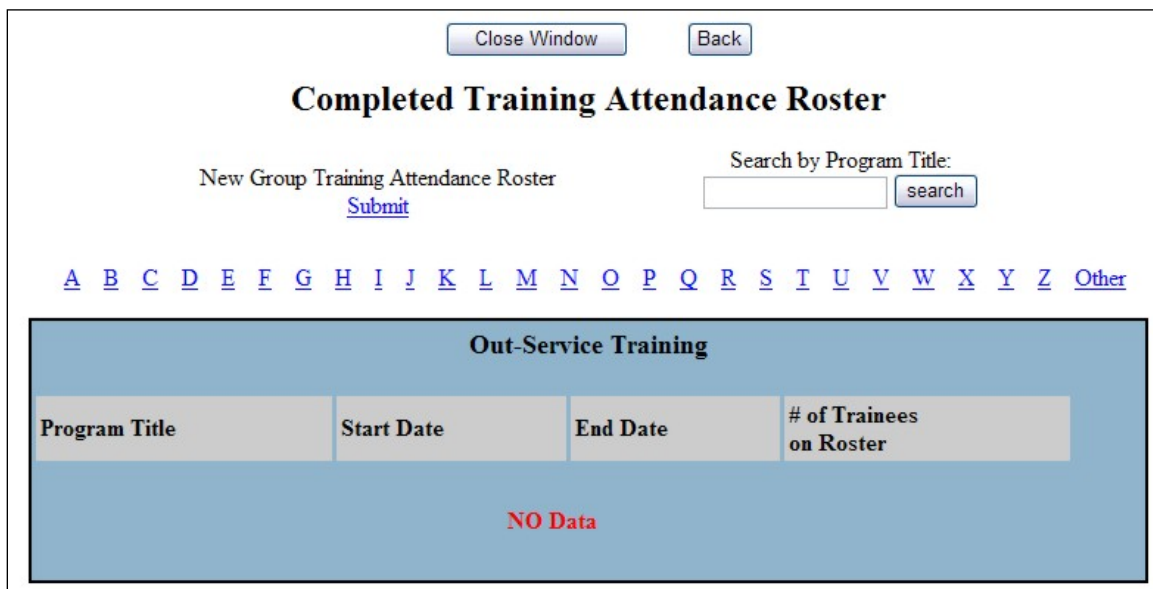
- (1) **Current Record:** Displays the current Training Record.
- (2) **Modified Record:** Displays the changes requested.
- (3) **Comments:** Displays the comments provided by the Employee and Supervisor.
- (4) **Action:** The Training Coordinator can take the following approval action as well as providing a comment.
 - (a) **Approve to Modify:** This will modify the record with the new changes.
 - (b) **Approve to Delete Record:** This will delete the record from the Employee's Training Records.
 - (c) **Disapproved:** Training Record will remain the same.

- D. **Reports:** By clicking the [Reports](#) link within the Training Coordinator drop down menu, a screen will appear with several standard reports. The screen will look similar to this:



1. **Review Reports:** Click the report you want to view and complete the required fields and submit.

- E. **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 Coordinator can remove or add additional Trainees and Instructors to the Roster.
- e. **Roster:**
 - (1) **Delete:** The Training Coordinator 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 Coordinator 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 <small>MM/DD/YYYY</small>
End Date	1/10/2007 <small>MM/DD/YYYY</small>

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	GRENNELL, 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.

2. **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: <input style="width: 80%;" type="text"/> <input type="button" value="search"/>	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:

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
- GRENNEILL, 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

NO DATA

ADD to Roster

REMOVE

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.

Close Window STEP 1 OF 3 [Go To Next Step](#) Completed Training Attendance Rosters [View](#)

Training Attendance Roster (ETMS Training: 4/2/2007 - 4/2/2007)

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

[[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

----->>>>>

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

Hold down 'Ctrl' to select multiple Employees

WAGY, STEVEN : State Park Superinte

BOST, PATRICIA : Staff Service Analys

YAEGER, PAMELA : Staff Service Analys

- (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:

Email List

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

Name	Email	Email Sent
BOST, PATRICIA	pat@parks.ca.gov	False
WAGY, STEVEN	steve@parks.ca.gov	False
YAEGER, PAMELA	pam@parks.ca.gov	False




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

- F. **Schedule Request:** This will allow the Training Coordinator to request that a Training Program held by their Training Group be listed on the Training Schedule. Employees from other Training Groups will be able to submit an In-Service Training Request to attend that program.
1. **Training Schedule:** To submit a Training Schedule Request, click the [Schedule Request](#) link within the drop down menu. The screen will look similar to this:

Close Window

IN-SERVICE TRAINING SCHEDULE REQUEST

Request to add Program [SUBMIT](#)

Program Title	11550 Drug Recognition Course
Start Date:	<input type="text"/>  MM/DD/YYYY
End Date:	<input type="text"/>  MM/DD/YYYY
Training Request Due Date :	<input type="text"/>  MM/DD/YYYY
Training Group :	Training Office (068)
Provider Coordinator :	ABEL, SARAH
Location :	<input type="text"/>
Comment :	<input type="text"/>

submit

- a. Complete all required fields and **submit**.

NOTE: In the Comment field include all pertinent information that is required for an Employee to attend the program such as location, program agenda, and required equipment, etc. An email from the System Administrator will be sent to the Program Coordinator when the program is added to the schedule. Then the Program Coordinator will be assigned the Training Specialist role. See Training Specialist Help File. Once the program has been added to the schedule, contact the System Administrator to modify the program.

II. TRAINING REQUEST MANAGEMENT: To manage all Out-Service Training Requests for the Employees in the Training Group, a task bar called **TC(Training Office (068)):**[IN-OUT](#) is located on their Home Page. There are two links that allow the Training Coordinator access to both In-Service and Out-Service Training Requests.

- A. **In-Service Training Request:** By clicking the [IN](#) link, the Training Coordinator can view the status of all In-Service Training Requests for

Employees within the Training Group. The screen will look similar to this:

		Home		Back		Training Request Management (TRAINING COORDINATOR)					
		Pending		Approved		Not Approved		By Name: ADAMS, STEPHAN		Search	
Page : 1		In-Service Training									
	Submit Date	Name	Classification	Program	Program Date	Sup. App.	SGM App.	MG App.	TS App.	Rank	
Detail	9/25/2007	WAGY ,STEVEN	State Park Superintendent III	ETMS Version 3 Orientation - test dy	12/5/2007 - 12/5/2007	Approved	Approved	Approved	Pending	5	
Detail	9/24/2007	GREEN ,MICHAEL	State Park Interpreter III	Introduction to California State Parks - 100	10/9/2007 - 10/12/2007	N/A	N/A	Approved	Pending	1	
Detail	9/24/2007	GARDNER ,MICHELLE	State Park Superintendent I	Administrative Workshop - Test v 3	12/25/2007 - 1/1/2008	N/A	Approved	Approved	Pending	1	

NOTE: The link defaults to the Pending In-Service Training Request.

1. [Pending](#): This link displays a listing of all Training Requests that are pending action.
2. [Approved](#): This link displays a listing of all Training Requests that have been approved.
3. [Not Approved](#): This link displays a listing of all Training Request that have not been approved.
4. [Detail](#): This link displays the details of the Training Request.
5. **Search by Employee Name:** The Training Coordinator has the ability to view all Training Requests that have been submitted by an Employee. Select the Employee from the drop down menu and click the [Search](#) link.
6. **Page:** Each page displays nine records at a time. To view additional records click the page # link(s).

- B. **Out-Service Training Request:** By clicking the link, the Training Coordinator can view a listing of all Pending, Approved and Not Approved Training Requests. The screen will look similar to this:

Home Back

Training Request Management (TRAINING COORDINATOR)

[All Pending](#) **Pending** [Approved](#) [Not Approved](#) By Name: ADAMS, STEPHAN Search

Page :

Out-Service Training (Pending)

Detail	Submit Date	Name	Classification	Program	Program Date	Approval	Comment	Training Record
No Data!								

NOTE: The link defaults to the Pending Out-Service Training Request.

1. [All Pending](#): Displays a listing of all Out-Service Training Requests for the Training Group that is pending at any stage in the process, i.e. Supervisor, Sub-Group Manager, Manager and Training Coordinator.
2. [Pending](#): Displays a listing of all Training requests that are pending approval action by the Training Coordinator. The screen will look similar to this:

Home Back

Training Request Management (TRAINING COORDINATOR)

[All Pending](#) **Pending** [Approved](#) [Not Approved](#) By Name: ADAMS, STEPHAN Search

Page : 1

Out-Service Training (Pending)

Detail	Submit Date	Name	Classification	Program	Program Date	Approval	Comment	Training Record
View	9/26/2007	HENRY, GINGERLOU	Administrative Officer II	Microsoft Access XP - Level III	12/1/2007 - 12/4/2007	Pending		

submit

- a. **Detail:** Click the [View](#) link in the Detail column to display the details of the Employee Training Request.
- b. **Approval Action:** From the drop down menu in the Approval column, the Training Coordinator can Approve or Not Approve the Training Request. If Not Approve is selected, the Training Coordinator must provide a comment.

- c. **Submit:** An email is sent to the Employee and Supervisor notifying them of approval action.
3. **Approved:** This link displays a listing of all Training Requests that have been approved by the Training Coordinator. The Training Coordinator can also submit a program to be added to the Employee's Training Record. The screen will look similar to this:

Home Back

Training Request Management (TRAINING COORDINATOR)

[All Pending](#) [Pending](#) **[Approved](#)** [Not Approved](#)
 By Name:

Page : [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

Out-Service Training (Approved)

Detail	Submit Date	Name	Classification	Program	Program Date	Approval	Comment	Training Record
View	9/25/2007	WAGY ,STEVEN	State Park Superintendent III	Team Building	9/26/2007 - 9/26/2007	Approved		
View	9/25/2007	WAGY ,STEVEN	State Park Superintendent III	Back Injury Prevention	9/24/2007 - 9/24/2007	Approved		
View	9/25/2007	WAGY ,STEVEN	State Park Superintendent III	Radar Operator	9/25/2007 - 9/25/2007	Approved		Submit
View	9/25/2007	GREEN ,MICHAEL	State Park Interpreter III	K-9 Patrol	8/20/2007 - 8/20/2007	Approved	No Data	Submit

- a. **Detail**
 - (1) **View:** Click the [View](#) link to view the details of the Training Request.
- b. **Training Record:** Once the Training Coordinator has certified that the Employee has completed the Program, click the [Submit](#) link to add the program to the Employee's Training Record. The screen will look similar to this:

The screenshot shows a web form titled "Training Attendance Roster". At the top, there are two buttons: "Close Window" and "Back". Below the title, the form contains the following fields and values:

- Program Title: ETMS Training
- Hours: 8 (dropdown menu)
- Name: HENRY, GINGERLOU
- Grade: N/A (dropdown menu)
- Training Category: Job Related (with a link "Click for definition" above it)
- Program Location: Australia (text input)
- Training Provider: DPR
- Program Provider: Test (text input)
- Start Date: 4/30/2007 (calendar icon)
- End Date: 5/1/2007 (calendar icon)
- A "submit" button at the bottom.

- (1) Review the program information, edit as required and click **submit**. The program has now been added to the Employee's Training Record.

4. [Not Approved](#): This link displays a listing of all Training Request that have not been approved by the Training Coordinator.

5. **Search by Employee Name**: The Training Coordinator has the ability to view all Training Requests that have been submitted by an Employee. Select the Employee from the drop down menu and click the [Search](#) link.

6. **Page**: Each page displays nine records at a time. To view additional records click the <#> link(s).