

Training and Qualification Process Guide for an Emergency Services Specialty Rating

The following steps you through the process of training and qualification in any selected specialty rating. Step by step, these directions take you back and forth between the two websites you'll be using in order to smoothly complete your training. Print out this guide and refer to it as needed.

Any courses (and some tasks) that are completed for one specialty rating will be automatically entered into other electronic Specialty Qualification Training Records (SQTRs) that require the course or task. The same is true for the GES and IS-100 courses you completed in "Start Here".

1. On the Southwest Region Emergency Services Training Support Group website - Prerequisites

- a. Under "Curriculum," select the general area that you are interested in, such as "Aircrew."
- b. Look under the specialty rating in which you wish to qualify, such as "Mission Scanner."
- c. Complete the Prerequisites training (or verify that you meet requirements such as being at least 18 years of age and/or qualified in another specialty rating).

Some of the specialty rating prerequisites require you to first be qualified in another specialty rating. Examples are:

- You must first qualify as Mission Scanner before beginning training as a Mission Observer or SAR/DR Mission Pilot
- You must first qualify as Flight Line Marshaller before beginning training as Flight Line Supervisor
- You must first qualify as Mission Radio Officer before beginning training as Communications Unit Leader
- You must first qualify as Ground Team Member 3 before beginning training in any higher Ground Team specialty (GTM2, GTM1 or GTL)
- You must first qualify as Mission Staff Assistant before beginning training as Mission Safety Officer, Public Information Officer, Liaison Officer, or Finance/Admin Section Chief.

2. On the Civil Air Patrol eServices website - Prerequisites and Familiarization & Preparatory training

- a. In eServices under "My Favorites," select "My Operations Qualifications."
- b. In the left-hand Operations Qualifications column, under "Emergency Services," select "Entry/View Worksheet."
- c. In the "Achievements" drop-down menu, select your specialty qualification and then:
 - 1) Verify the Prerequisites are complete (should have Active Status and a green checkmark).

You may have to enter a date for the "Age eligibility check," which certifies that you are at least 18 years of age. You may enter your birth date, or any other date as long as it's after your birth date.
 - 2) Notify your Commander that you have completed the Prerequisites. Your Commander will then complete the "Commander Approval for Prerequisites." Once this is done, your SQTR will show Active Status for the approval and have a green checkmark.
- d. Prerequisites **must** be completed prior to initiating Preparatory or Advanced training requirements.
- e. Use the SQTR worksheet to identify the tasks under Familiarization and Preparatory Training; select "Print SQTR Worksheet" (top-right section of the worksheet) and use this as your guide and as a place to document completion of the tasks during the remainder of your training.
- f. Familiarization and Preparatory training is the minimum set of tasks that you must master prior to acting as a supervised trainee on practice or actual missions. These tasks represent those skills that will keep you safe and allow you to function under supervision without jeopardizing the mission. This requirement avoids placing personnel not ready to perform certain jobs or those who work for them at risk.
- g. You have two years to complete the training. If you don't complete the training requirements within two years you should expect to re-demonstrate expired portions of your training. All training must be certified as complete by a qualified evaluator, and members cannot certify their own training.

3. On the Southwest Region Emergency Services Training Support Group website - References and Tasks

- a. Go to your specialty rating (under Curriculum) and download the study material listed under "Familiarization and Preparatory Training": Task Guides, Reference Text, and PowerPoint slides.
- b. For each task on the SQTR there is a related Task Guide, which you will use to study for the task and prepare for the evaluation. **All personnel will conduct training using the standardized National task guides.** Evaluators must ensure that trainees satisfactorily pass all requirements of a task contained in the task guide before certifying completion on the SQTR.

Reference texts (if available) and PowerPoint slides may be referenced in the Task Guide; use these as directed and/or as a means to learn more about a particular subject.

Consult with your ES Officer on how to approach your study of the tasks; some tasks are related and may be combined into one study and evaluation session.

- c. Once the evaluation is completed, the ES Evaluator will sign off the task on your SQTR.

4. On the Civil Air Patrol eServices website - Complete Familiarization and Preparatory training

- a. As you work through your tasks and have them documented on your SQTR, you may enter completion of the tasks in your online (eServices) SQTR or wait until you have finished all the tasks and then enter them into the eServices SQTR all at once.
- b. After you have completed all Familiarization and Preparatory tasks, notify your Commander. Your Commander will then complete the "Commander Approval for Familiarization and Preparatory Training." Once this is done, your SQTR will show Active Status for the approval and have a green checkmark.
- c. In the left-hand Operations Qualifications column, under "Emergency Services," select "101 Card." Verify that the specialty rating you are working on shows up on the card with an asterisk in front (for example, *MS or *GTM3); this shows that you meet all the requirements to act as a supervised trainee on practice or actual missions. Print the 101 card and keep it with you.

5. On the Southwest Region Emergency Services Training Support Group website - Advanced training

- a. Supervised trainees must complete Advanced Training and participate satisfactorily in two exercises before your CAPF 101 is approved and you are considered "Qualified." Because all trainees are properly supervised at all times, you will be allowed to learn these advanced tasks "on the job."

The two exercises do not have to be on different mission numbers, be Air Force Assigned Missions, or be completed after all other advanced training is complete, but you *must have completed all familiarization and preparatory training in order to receive credit for the two exercises (sorties)*. The sorties must be complete sorties and/or operating periods where the trainees participate in all aspects of their assigned mission specialty. Note: It is also possible to participate in more than one specialty on a given mission or day.

- b. Go to your specialty rating (under Curriculum) and complete any online training listed under "Advanced Training." This *does not* have to be completed before you begin working on the tasks listed under your SQTR Advanced Training section; it can be done anytime during your training.
- c. Complete the remainder of the Advanced Training tasks just as you did your Familiarization and Preparatory Training, above, using the same study materials and SQTR.

6. On the Civil Air Patrol eServices website - Complete Advanced training

- a. As you work through your tasks and have them documented on your SQTR, you may enter completion of the tasks in your online (eServices) SQTR or wait until you have finished all the tasks and then enter them into the eServices SQTR all at once.
- b. After you have completed all Advanced Training tasks and exercises, ensure that your printed SQTR is completely signed off and enter the completions in the eServices SQTR. Once this is done, your SQTR will show Pending Status. Qualification will then go through the chain of command for final approval. Once the Wing Commander (or designee) has approved your qualification, your SQTR status will change to Active.
- c. Select your 101 Card and verify that the specialty rating you are working on show on the card minus the asterisk. You are now fully qualified in your specialty rating. Print the 101 card and keep it with you.
- d. Most specialty qualifications generally expire three years from the date the qualification was attained. Exceptions are listed in table 2-1 of CAPR 60-1.