

MN IQS Electronic Training File Naming Help Sheet

This Help Sheet is meant to assist you in creating and maintaining the Training Files kept in the Minnesota DNR Incident Qualification System (IQS).

The individual training file will have these 7 main files and will be labeled as such:

- **Course Roster**
- **Evaluations (*Performance Evaluations*)**
- **Experience Records**
- **Master Record**
(Qualification Cards are filed under Master Record).
- **Other**
- **Task Books**
- **Training Certificates**

There should be a document to back up every entry in IQS as well as copies of other items listed below. **Items required to be in the folder:**

- Master Record (**FD Supervisor** will provide a new copy each year in the Spring)
- Qualification Card (**FD Supervisor** will provide a copy of new card w/signature in the Spring)
- Training Certificates or qualification certificates for all courses listed in IQS or required for the specific position.
- Completed Position Task Books (**PTB**) Currently need cover, certification page, and all evaluation pages.
(Any new completed PTB scanned will be entire task book with all evaluation sheets)
- Open (Initiated) PTBs- front cover *(will back up IQS)*
- Evaluation records or documentation of experience for every experience or position held in IQS *(see examples of acceptable documents below)*
- Documentation of Refreshers and WCT Records

Some documents may not exist, were not kept, or provided to employees prior to employment with MNDNR. Those items may be:

- Old master records or qualification cards
- Documentation of RT or WCT records
- Documentation of experience for every incident

Do your best to provide documents. Any questions contact MIFC Fire Training IQS Unit Leader

Naming Convention for Individual Documents

Much of the naming convention will be used for ease of finding documents; all documents will start with the individual's Last Name, First Name, Middle Name.

Doe, John Robert

All recurring training documents will use the **YYYYMMDD** at the end or as much of the date that is provided.

The current naming convention uses a "space" between the Last Name, First Name, Type of Document, and YYYYMMDD

Doe, John Robert Master Record 20240308

Evaluation Folder - Any of the documents listed below can be used, in descending order of preference for documentation of performance on an incident:

- Incident Evaluation Form, i.e... ICS-224 or 225
- PTB Experience Form
- Resource Order or RO OF-288
- IAP page with name on it
- CTR
- Unit log (*useful for documenting saw experience or firing on an incident*) Last Name - Type of Document - Position ID - Fire Name - YYYYMMDD Doe, John Robert , - OF-288 - SOF1 - Greenwood Fire - 20240308 ICS-224 - DIVS - Waldo Canyon Fire - 20240308

Saw Field Evaluations are saved in the evaluation folder as well.

Master Record Folder

Qualification Card: Last Name, First Name, Middle Name Qualification Card - YYYYMMDD of issue, if month is not provided then just the YYYY

Doe, John Robert Qualification Card 20240308

IQS Master Records: Last Name, First Name, Middle Name IQS Master Record YYYYMMDD

Doe, John Robert IQS Master Record 20240308

Other

Work Capacity Test Record: Last Name, First Name, Middle Name WCT YMMDD
Doe, John, Robert WCT YYYYMMDD

Task Books

For each certified task book: Last Name, First Name, Middle Name Position YYYYMMDD it
was certified.

Doe, John Robert SOF1 Completed Task Book 20240308

Training Certificates

Please save each certificate as a separate document. Label the certificate by number if it has one; S-339, L-180, IS-700, or course name; Fire Officer II, Fire Instructor 1, Certification Evaluator III, ESF 4, Map and Compass etc. If there is not a matching course number listed in IQS, the S-000 course is used in IQS Entry, and the name of the course is listed in the comment section. Use the actual course number to identify course when saving the document.

Refresher training is entered in training and the certificate is saved in the training certificate file.