Personnel Time Recorder (PTRC)

Name:	
Title:	
Department:	
Date:	

Required Training Courses*
❐ Introduction to ICS (I-100) ***Certificate is attached***
❐ Basic ICS (I-200) ***Certificate is attached***
❐ NIMS an Introduction (IS-700) ***Certificate is attached***
❐ Interagency Incident Business Management (S-260) ***Certificate is attached***
❐ Applied Interagency Incident Business Management (S-261) ***Certificate is attached***

Required Experience
❐ Successful position performance as a Personnel Time Recorder (PTRC)

Physical Fitness Level
❐ None Required

Other Position Assignments That Will Maintain Currency
❐ Equipment Time Recorder (EQTR)
❐ Any higher position for which this position is a prerequisite

Recommended Training Which Supports Development of Knowledge and Skills
❐ Incident Base Automation Course (I-Suite or InciNet)
❐ Human Factors in the Wildland Fire Service (L-180)

* If the PTRC will be operating in the fire area of a wildland incident the following courses shall be completed:

Firefighter Training (S-130)
Introduction to Wildland Fire Behavior (S-190)
Annual Fireline Safety Refresher Training (RT-130)