

San Diego Operational Area  
CICCS Certification Form

# 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**

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

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

### Required Experience

- Successful position performance as Personnel Time Recorder (PTRC) **PTB Complete and attached**

### Physical Fitness Level

- None

### 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)

Upon completion of all required training and experience, complete an application packet and submit to the Operational Area CICCS Committee Chair.