



## **COLORADO**

**Division of Fire  
Prevention & Control**

Department of Public Safety

### **Electronic Training File Naming Help Sheet**

This Help Sheet is meant to assist you in creating and maintaining the Training Files kept in the Colorado Incident Qualification System.

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

#### **Evaluations/ Experience Records**

**Master Record**

**Other**

**Qualification Card**

**Task Books**

**Performance Evaluations**

**Training Certificates**

Additionally, sub folders should be used to help organize. Certificates and Refresher folder examples; Wildland, Structure/All Hazard, Haz-Mat, ICS/NIMS, RT-130, Aviation, S-Courses, and L-Courses.

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 (Supervisor will provide a new copy each year in the Spring)
- Qualification Card (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 of your position
- PTB- Currently need cover, certification page, and all evaluation pages  
(Any new PTB scanned will be entire task book with all evaluation sheets)
- Open 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 DFPC. 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 for your time.



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### **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 and end with the date. Employees that have duplicate last names will include their first name or first initial;

Doe, John or Doe, J.

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

The current naming convention uses a "space-space" between the Last Name - Type of Document - YYYYMMDD  
DOE - Master Record - 20190101

### **Master Record Folder**

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

Doe - Qualification Card - 20180402

IQS Master Records: Last Name - IQS Master Record - YYYYMMDD

Doe\_IQS Master Record\_20190413

**Performance Evaluation Folder** - Any of the documents listed below can be used, in descending order of preference:

Incident Evaluation Form; ie. 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 - OF-288 - SOF1 - Bald Mt Fire - 20180929

Doe - ICS-224 - DIVS - Waldo Canyon Fire - 20120619



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## **Refresher Training and WCT**

Work Capacity Test Record: Last Name - WCT - YYYYMMDD

Doe - WCT - 20180512

Refreshers: Last Name -RT-# - YYYYMMDD

Doe - RT-130 - 20180302

Doe - RT-212 - 20160501

For Saw refreshers- please include the Field Evaluation Form

## **Position Task Books**

For each certified task book: Last Name - Position - YYYYMMDD it was certified

Doer - SOF1 - 20140630

## **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.

Last Name - Course # or Name - YYYYMMDD

Doe - Map and Compass - 20070401

Doe- S-520 - 20150302