

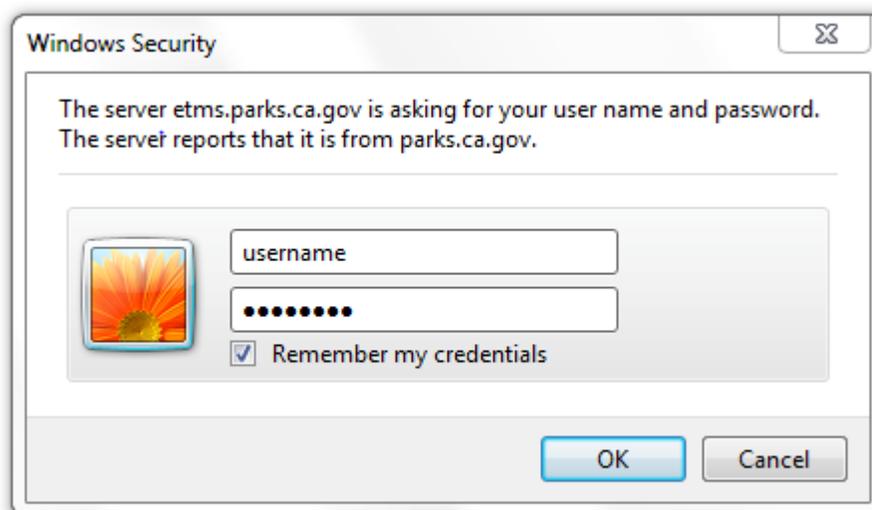
EMPLOYEE

I. INTRODUCTION

California State Parks is proud of its reputation for training excellence and is looked upon as a leader in park management, interpretation, maintenance, and law enforcement training. Employees are the key ingredient for the Employee Training Management System (ETMS) to be successful. This web based training management system has replaced the following forms: Employee Training Request (DPR 392), the Training Attendance Roster (DPR 433), and the Individual Training Record Change Request (DPR 434). The ETMS also allows Employees to view their training history as well as training requirements for specific Classifications and Job Titles. Required Training is displayed on the Employee's Home Page based on their Classification and/or Job Title. This enables tracking of these training requirements by the ETMS to be more accurate and efficient. Employees now have immediate access to the status of all required training and certifications for their current position.

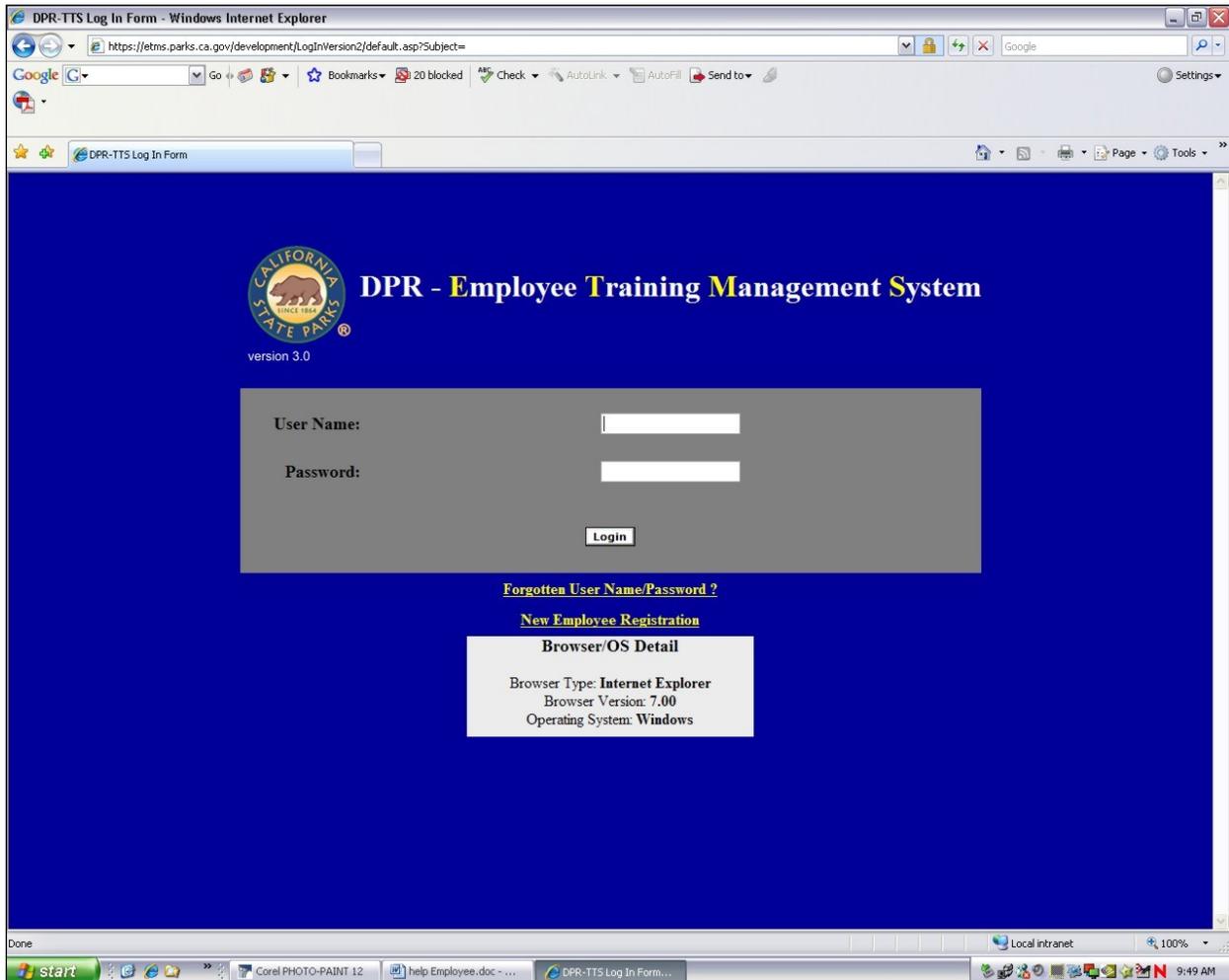
II. LOGIN

A. **Active Directory Account Login:** To login to the Employee Training Management System, type the following address: <https://etms.parks.ca.gov/loginversion3/> into your Internet Browser. The first screen that appears will be the Active Directory login screen that identifies the Employee as a Microsoft Active Directory User. The User Name and Password associated with this login screen is provided by Information Technology. If you do not know your User Name and Password, call the IT Help Desk at (916) 657-2907. The screen will look similar to this:

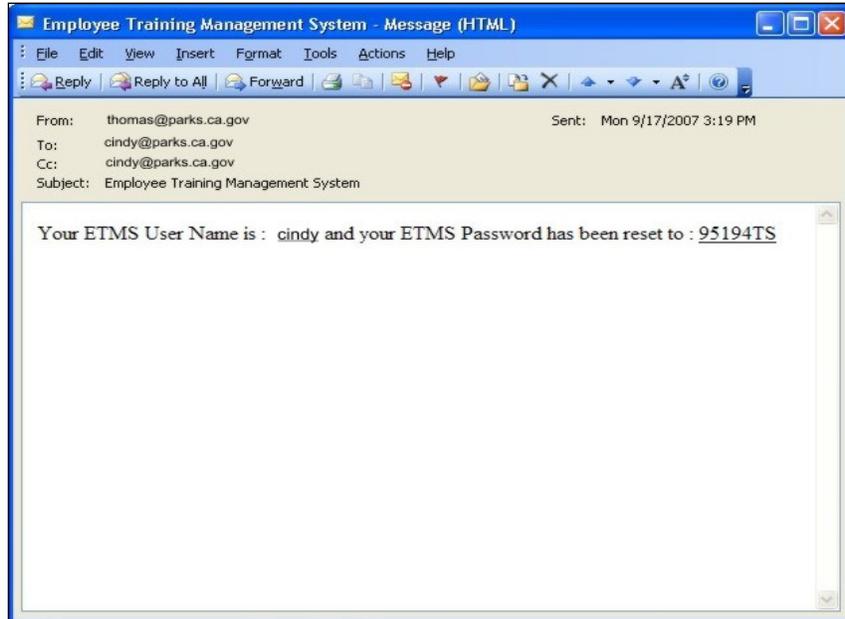


- B. **ETMS Login:** The next login screen will be the ETMS login screen. The User Name and Password associated with this login screen has been generated by ETMS. The screen will look similar to this:

NOTE: If you have not been assigned a User Name and password, see **New Employee Registration** below.



1. **Forgotten User Name/Password:** If you have successfully login into ETMS and enter your current email address, your User Name and a reset Password can be emailed to you by clicking the “[Forgotten User Name/Password ?](#)” link. You will be prompted to submit your current email address and User Name and a new Password will be sent. The email will look similar to this:



2. **Locked Out of ETMS:** If you attempt to login with an incorrect User Name and/or Password, you will be locked out after several attempts. Contact the Mott Training Center at (831) 649-2954 to be reset.
3. **New Employee Registration:** To receive your User Name and Password click on [New Employee Registration](#) link. The screen will look similar to this:

A screenshot of a web form titled "New Employee User Name/Password Request Form" on a dark blue background. At the top right is a "Close Window" button. The form contains the following fields: "Select Your name :" with a dropdown menu showing "Please Select"; "Email :" with a yellow input field; "Confirm Email :" with a yellow input field; and "Work Phone :" with two yellow input fields separated by an "X" character. At the bottom center is a "submit" button.

- a. Select your name from the drop down menu and complete all require fields and submit. An email will be sent to you by the System Administrator notifying you of your User Name and password. The email will look similar to this:



NOTE: It takes the system approximately 4 to 6 weeks before your name is listed in the ETMS. If your name is not listed in the drop down menu, try again later.

4. **First Time Login:** Once you have successfully logged into ETMS for the first time, you will be presented with a screen that looks similar to this:

CALIFORNIA STATE PARKS
SINCE 1864

version 3.0

DPR Training Tracking System

Please select **Training Group**

Select

Sub-Training Group
Pending

Please select **Primary Supervisor**

Select

Please select **Alternate Supervisor**

Select

submit

- a. Complete the following steps:
- (1) Select Training Group from the drop down menu and wait for the system to load the Sub-Training Groups. The screen will look similar to this:

version 3.0

DPR Training Tracking System

Please select **Training Group**

Mott District

Please select **Sub-Training Group**

N/A

Please select **Primary Supervisor**

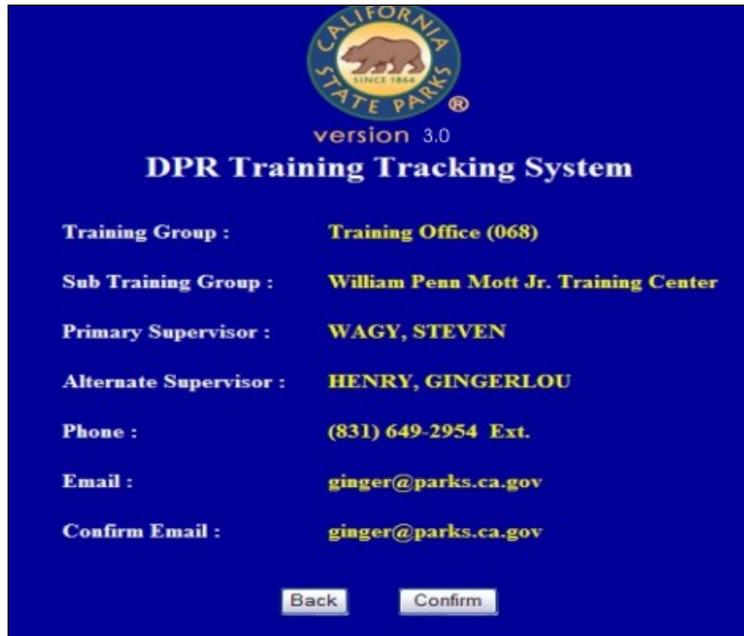
Select

Please select **Alternate Supervisor**

Select

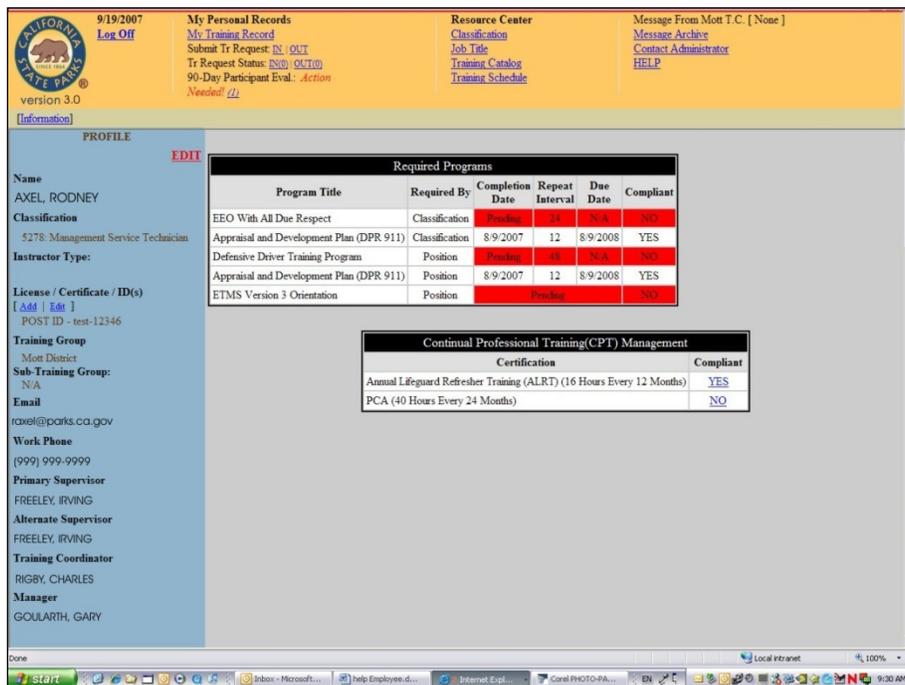
submit

- (2) Select your Sub-Training Group or select N/A if you are not assigned to a Sub-Training Group.
- (3) Select the name of your Supervisor from the drop down menu as Primary and a different name as your Alternate if applicable. If you do not have an Alternate Supervisor, select the same name for both Primary and Alternate.
- (4) Click **submit** and the following screen will appear:



- (5) Review the information you have entered, if correct, click **Confirm** to allow the system to reset itself with your information which will take you back to the login screen. Logging into ETMS will now take you to your **Home Page**.

III. HOME PAGE: Your Home Page is divided into three sections: Profile, Header and Required Programs. The screen will look similar to this:



- A. **Profile:** An Employee profile contains all information related to the Employee's current employment in the Department. The information contained in your profile is the key to the proper function of ETMS. The profile will look similar to this:

PROFILE	
	EDIT
Name	POTTER, HARRY
Classification	5194: TRAINING OFFICR II
License / Certificate / ID(s)	[Add Edit]
	AA Degree - General
	License/Certification - WTPO Grd. 2
Training Group	Mott District
Sub-Training Group:	Capitol One
Email	hporter@parks.ca.gov
Work Phone	(123) 456-7890
Primary Supervisor	BLACK, SIRIUS
Alternate Supervisor	BLACK, SIRIUS
Training Coordinator	WEASLEY, RON
Sub-Group Manager	Longbottom, Neville
Manager	GRAINGER, HERMOINE

- B. **Header:** Located on the top of the Home Page is the main header for the Employee Training Management System. Within the Header are the tools to assist the Employee in navigating the system. The Header will look similar to this:

 <p>version 3.0</p>	<p>9/17/2007 Log Off</p>	<p>My Personal Records My Training Record Submit Tr Request: IN OUT Tr Request Status: IN(1) OUT(0) 90-Day Participant Eval.: (0)</p>	<p>Resource Center Classification Job Title Training Catalog Training Schedule</p>	<p>Message From Mott T.C. [None] Message Archive Contact Administrator HELP</p>
--	--	--	---	--

- C. **Required Programs:** This displays Program Requirements assigned to the Employee based on classification or job position either by the Supervisor or the System Administrator. The screen will look similar to this:

P.O.S.T. (C.P.T.) Management					
Requirement : Advanced Officer Training (24 hours every 24 months)					
Program Title	Length	Current	Due Date	In Compliance	
SCUBA Dive Team Refresher - 24 hour P.O.S.T. course	24	9/21/2006	9/21/2008	YES	
Total Hours	24	In Compliance			

Required Programs					
Program Title	Required By	Completion Date	Repeat Interval	Due Date	Compliant
Ethics Orientation for State Officials	Classification	6/13/2006	24	6/13/2008	YES
Racial Profiling	Classification	12/10/2003	60	12/10/2008	YES
Supervisory Refresher	Classification	5/6/2005	72	5/6/2011	YES
Management Practices	Classification	1/13/2005	N/A	N/A	YES
Sexual Harassment Prevention	Classification	11/15/2005	24	11/15/2007	YES
EEO With All Due Respect	Classification	Pending	24	N/A	NO
P.O.S.T. Basic Certificate	Classification	1/25/1988	N/A	N/A	YES
Lifeguard Annual Swim Test	Classification	8/30/2006	12	8/30/2007	YES
Appraisal and Development Plan (DPR 911)	Classification	Pending	12	N/A	NO
Emergency Medical Responder Instructor Refresher	Position	12/16/2005	48	12/16/2009	YES

Continual Professional Training(CPT) Management	
Certification	Compliant
Annual Lifeguard Refresher Training (ALRT) (16 Hours Every 12 Months)	YES

IV. PROFILE

Before proceeding, review your information in the profile. It is the Employee's responsibility to ensure that the information that they have provided in their profile is **current and accurate** at all times. The information contained in the profile is used to process all Training Requests and email notifications on ETMS.

NOTE: The Name and Classification fields are directly link from the Human Resources Information System (HRIS). If your name and classification are incorrect, contact the Personnel Office. Employees assigned to the role of Training Coordinator, Sub-Group Manager and Manager is assigned by the System Administrator according to your Training Group and Sub-Training Group.

A. Edit Profile

1. Click the [EDIT](#) link to update the following information in your profile.

- a. **Password:** Highlight the entire password field in the box and enter your new password.
- b. **Confirm Password:** Enter your new password again to confirm.
- c. **Training Group:** To change your Training Group select your new Training Group from the drop down menu. This allows the system to load the Sub-Training Groups and Supervisors that have been assigned to the Training Group.
- d. **Sub-Training Group:** Select your Sub-Training Group or select N/A if you are not assigned to a Sub-Training Group.
- e. **Email:** Enter your current email address.
- f. **Confirm Email:** Enter your current email address again.
- g. **Work Phone:** Enter your current work phone number.
- h. **Primary Supervisor:** Select your current Supervisor from the drop down menu.
- i. **Alternate Supervisor:** If applicable, select an Alternate Supervisor from the drop down menu; otherwise select your Primary Supervisor again.
- j. Click **submit** and allow the system to reset itself with your new information which will take you back to the login screen. You will now need to log back into the ETMS.

The screen will look similar to this:

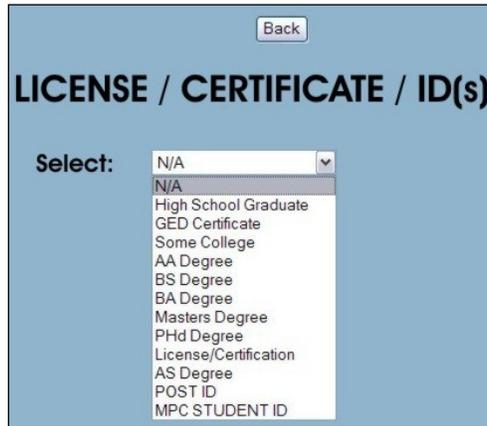
The screenshot displays a registration form with the following fields and values:

- PASSWORD:** A text input field containing ten dots (••••••••••).
- Confirm Password:** A text input field containing ten dots (••••••~••••••).
- Training Group:** A dropdown menu with "Mott District" selected.
- Sub-Training Group:** A dropdown menu with "N/A" selected.
- Email:** A text input field containing "cindy@parks.ca.gov".
- Confirm Email:** A text input field containing "cindy@parks.ca.gov".
- Work Phone:** A text input field containing "(831) 999-9999" followed by an "X" and an empty field.
- Primary Supervisor:** A dropdown menu with "DOE, JOHN" selected.
- Alternate Supervisor:** A dropdown menu with "DOE, JOHN" selected.

At the bottom of the form are two buttons: "Back" and "submit".

B. License/Certificate/ID(s)

1. **Add License/Certificate/ID(s):** Click the [Add](#) link and select the License/Certificate/ID(s) from the drop down menu. The screen will look similar to this:



The screenshot shows a web interface for selecting a license, certificate, or ID. At the top, there is a 'Back' button. Below it, the title 'LICENSE / CERTIFICATE / ID(s)' is displayed. Underneath, there is a 'Select:' label and a dropdown menu. The dropdown menu is open, showing a list of options: N/A, High School Graduate, GED Certificate, Some College, AA Degree, BS Degree, BA Degree, Masters Degree, PHd Degree, License/Certification, AS Degree, POST ID, and MPC STUDENT ID.

Once you select your License/Certificate/ID(s) from the drop down menu enter the Concentration or ID number and click **Add**. The License/Certificate/ID(s) will be added to your Profile.

2. **Edit License/Certificate/ID(s):** Click the [Edit](#) link to delete or edit the License/Certificate/ID(s).
 - a. To delete, click the [Delete](#) link and confirm that the License/Certificate/ID(s) will be deleted from your Profile.
 - b. To edit, click the name of the License/Certificate/ID(s) that you wish to change. Complete the required information and click **Edit**.

V. HEADER: The header includes the tools to navigate the system.

A. **DPR Logo:** The DPR logo area includes the current date and the [Log Off](#) link.

1. Click the Logo to refresh your Home Page.
2. [Log Off](#): Click to log off the system.

B. **My Personal Records**

1. **My Training Record:** By clicking [My Training Record](#) link, you can view the training records that have been entered into ETMS. The screen will look similar to this:

Training Record - Windows Internet Explorer
 https://etms.parks.ca.gov/development/TrainingRecord/

Close Window

Training Record (PETRIE, CINDY)

 (download training record)

Training Programs Completed								
Correction	Program Title	Repeat Interval (months)	Training Provider / Program Provider	Location	Completion Date	Length (hr)	Grade	Training Category
Submit	Intermediate Carpentry Skills	N/A	State Agency DPR	Monterey	6/21/2007	36	Credit	
Submit	Basic Interpretation for Guides and Interpreters	N/A	State Agency DPR	Hilo, Hawaii	6/21/2007	36	N/A	
Submit	Intellectual Property Rights	N/A	State Agency DPR	Gorda Mountain	6/21/2007	20	N/A	
Submit	Intellectual Property Rights	N/A	State Agency DPR	Gorda Mountain	6/21/2007	20	N/A	
Submit	Firearms Shotgun Training and Qualification	6	State Agency DPR	Big Sur	6/20/2007	1	Credit	
Submit	Continuing Advanced Officer	24	State Agency DPR	Waikiki	6/20/2007	24	Credit	
Submit	A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting	N/A	Private Vendor mpc	monterey	6/19/2007	8	N/A	Job Related
Submit	iPods in Education	N/A	State Agency DPR Steve Jobs	The Milky Way	5/21/2007	28	N/A	
Submit	Maintenance Leadership Conference	N/A	State Agency DPR	Sacramento	10/27/2006	32	Credit	
Submit	Appraisal and Development Plan (DPR 911)	12	DPR	MTC	10/11/2006	0	N/A	Job Related
Submit	Appraisal and Development Plan (DPR 911)	12	DPR	MTC	10/4/2006	0	N/A	Job Required
Submit	CAMP - Equipment Property Management	N/A	DPR Valerie Laam	Sacramento HQ	4/25/2006	16	N/A	Job Related
Submit	Discussion (Video 30 Minutes)	24	DPR	MTC	3/22/2006	1	N/A	Job Related

Internet 100%

start Corel PHOTO-PAINT... help Employee - Mic... Training Record - W... User Home Page - ... Training Record - W... 4:24 PM

NOTE: Training records prior to year 2000 are stored in hard copy at the Mott Training Center.

- a. Your Training Record includes the following:
 - (1) **Correction:** Click the [Submit](#) link under the Correction column to request a record correction for a specific program on your training record. The information will be sent to your Supervisor for verification and if approved, forwarded to the Training Coordinator/System Administrator for approval action. Edit the required fields, include a written statement that clarifies the changes in the comment field, and click **submit**. The screen will look similar to this:

Close Window Back

Record Correction Request

Program Title: PSP - Tactical Communications

Hours: 2

Grade: NA

Training Category:

Program Location: Pacific Grove

Training Provider: DPR

Program Provider: DPR

Start Date: 4/3/2006

End Date: 4/3/2006

Comment:

submit

(2) **Program Title**

- (a) If the program title has a hyperlink, you can click this link to view details of the Training Request. This screen can be printed and included with a Travel Expense Claim for reimbursement. The screen will look similar to this:

Close Window Print this Page

Approved

Name:	POTTER, HARRY
Classification:	State Park Interpreter I
Training Group:	Training Office (068)
Sub Group:	William Penn Mott Jr. Training Center
Training Provider:	DPR
DPR:	DPR
Location:	Marconi
Program Title:	Skills for Interpreting to Children
Training Request Is:	Job Required
Justification:	
Date:	1/8/2007 - 1/12/2007
Pre-Selected	
Supervisor:	N/A
Date Approved:	12/20/2006
Supervisor Comment:	No Data
Sub-Group Manager:	N/A
Date Approved:	N/A
Sub-Group Manager Comment:	No Data
Manager:	N/A
Date Approved:	12/20/2006
Manager Comment:	No Data
Training Specialist:	GRAINGER, HERMOINE
Date Approved:	12/20/2006
Training Specialist Comment:	No Data
Accommodation:	
Explanation:	

Certificate of Completion

Certified By : GRAINGER, HERMOINE

Certified Date : 5/16/2007 7:43:07 AM

- (3) **Repeat Interval (months):** Number of months required to maintain program certification.
- (4) **Training Provider/Program Provider:** Agency/Entity and Name
- (5) **Location:** Location of where training occurred.
- (6) **Completion Date:** Date program was completed.
- (8) **Grade:** N/A, Incomplete, Credit, No Credit, A, B, C, D and F.
- (9) **Training Category:** Job Related, Job Required, Career Related and Upward Mobility.

b. **Instructor Hours for Training Programs:** The system has the capacity to document all Instructor hours that have been submitted on a Training Attendance Roster. This information will be listed at the bottom of the Instructor's Training Record and will look similar to this:

Instructor Hours for Training Programs						
Correction	P.O.S.T.	Program Title	Instructor Type	Location	Completion Date	Length(hr)
Submit	NO	ETMS Version 3 Orientation	ETMS	Two Rivers Training Room	8/2/2007	16
Submit	NO	A Climate of Change - 2006 Legislative Symposium	ETMS	Dana Point	1/31/2007	7
Submit	NO	Defensive Driver Training Program	Driver Awareness	Mott Training Center	6/14/2006	4
Submit	NO	ETMS Version 2 Orientation	ETMS	Sacramento	5/25/2006	4

c. **Excel:** To download all Training Records to an Excel file, click the [\(download training record\)](#) link. The screen will look similar to this:

PETRIE, CINDY				
P.O.S.T.	Program Title	Location	Completion Date	Length(hr)
FALSE	Access Level I	test 333	1/4/2006	16
TRUE	Basic Course Consortium	San Mateo	6/9/2005	12
TRUE	PSP - Tactical Communications	Big Sur - Monterey District	6/7/2005	2
TRUE	PSP - Driver Training	Big Sur - Monterey District	6/7/2005	4
TRUE	PSP - Arrest and Control	Big Sur - Monterey District	6/7/2005	4
FALSE	ALERT (Advanced Lifeguard Emergency Response Training)(Various Courses)	Orange Coast, Angeles, Monterey, Sacramento HQ.	4/12/2005	16
TRUE	Basic Course Consortium	Orange County	6/10/2004	12
TRUE	Racial Profiling	Santa Cruz District	12/10/2003	5
FALSE	Microsoft PowerPoint XP - Level I	Salinas	11/4/2003	8
FALSE	Cal-Card Refresher (Classroom)(Declined)	Mott Training Center	10/22/2003	2
FALSE	Ethics Orientation for State Officials	Pacific Grove	10/15/2003	2
FALSE	Microsoft Access XP - Level I	Salinas	10/2/2003	16
FALSE	CPR Refresher	Monterey	9/10/2003	4
TRUE	Racial Profiling - Train the Trainer	Sacramento Police Training Center	8/29/2003	24
FALSE	Basic Maintenance Management	MTC	5/31/2003	36
TRUE	Driver Awareness Instructor	MTC	4/3/2003	24
FALSE	Interpreting to Diverse Audiences	Mott Training Center	3/21/2003	32
FALSE	EEO Counselor	Sacramento	12/4/2002	20
FALSE	EEO Investigator	Sacramento	11/15/2002	20
FALSE	Internal Affairs Investigation	Mott Training Center	2/3/2002	24
TRUE	Defensive Tactics Instructor Refresher	MTC	2/1/2002	36
TRUE	Management Course	MTC	12/20/2000	104
TRUE	Continuing Advanced Officer	Mott Training Center	10/1/1999	24
TRUE	Supervisory Refresher	Asilomar	10/25/1996	28
TRUE	Supervisory Course	Asilomar	3/4/1989	120
Instructor Hours				
P.O.S.T.	Program Title	Location	Completion Date	Length(hr)
TRUE	PSP - Tactical Communications	Pacific Grove	4/3/2006	2
TRUE	PSP - Driver Training	Testing	4/2/2006	4
TRUE	Defensive Tactics Instructor Refresher	Mott Training Center	3/24/2006	36
TRUE	PSP - Driver Training	Marina Airport	3/1/2006	4

2. **Training Request:** Click the **Submit Tr. Request** [IN](#) | [OUT](#) link to submit a Training Request.

NOTE: If you change your Training Group, any pending Training Requests will be deleted and you will need to resubmit the Training Request with the updated information.

- a. **In-Service Training Request:** This process is used for all training that is published on the Training Schedule.

- (1) To submit an In-Service Training Request, click the [IN](#) link next to **Submit Tr Request**. This will display the current Training Schedule. The screen will look similar to this:

Training Request	Program Title	Comment	Syllabus	Program Date	Training Request Due Date	Location	Roster	Training Group	Training Specialist
	2006 Wood Design & Building Expo Anaheim, CA November 6-8, 2006 - Canceled	View		9/27/2007 - 9/30/2007	8/15/2007	Who Knows	View	Mott District	SKINNER, SARA dennis@go906.com (831) 649-2961
PRE-SELECTED	Basic Firefighter Group 999		View	10/10/2007 - 10/14/2007	N/A	Prunedale	View	Mott District	WAGY, STEVEN steve@parks.ca.gov (831) 277-7114
Sign Up	Introduction to California State Parks Group 100			10/9/2007 - 10/12/2007	10/1/2007	Mott Training Center	View	Mott District	HENRY, GINGERLOU ginger@parks.ca.gov (831) 649-2954

- (2) **Training Schedule:** Information is displayed by the following.
 - (a) **Training Request:**
 - [1] **Sign Up:** Click the [Sign Up](#) link to submit a Training Request. Complete all required fields and **submit**. An email will be sent to your Supervisor requesting approval action. The screen will look similar to this:

IN-SERVICE Training Request Form

** Required Field*

Program Title: Basic Carpentry Skills 18

Date (Start-End): 12/17/2006 - 12/22/2006

Supervisor: HENRY, GINGERLOU

Click for definition
** Training Category:* Please Select

** Justification:* (Max of 300 characters)

Accomodation: None

Accomodation Explanation: (Max of 300 characters)

Back submit

NOTE: It is not possible to sign up for a program that is **PRE-SELECTED**. Employees are pre-selected to a roster based on their classification and/or job position. Contact the Training Specialist if you need additional information.

- (b) **Program Title:** By clicking the [Program Title](#) link, the catalog information is presented in a pop up window.
 - [1] **Cancelled:** If a program is cancelled, a line will be drawn through the program and *Canceled* will be listed next to the program.
 - (c) **Comment:** Click the [View](#) link for any comments on the program.
 - (d) **Syllabus:** Click the [View](#) link to access the current Program Syllabus.
 - (e) **Program Date:** Generally these dates are the check-in and check-out dates for lodging accommodations associated with the program. View the syllabus for the details of the program agenda.
 - (f) **Training Request Due Date:** This is the date that Training Requests are due on ETMS for each program.
 - (g) **Location:** Location of the training program.
 - (h) **Roster:** Click the [View](#) link to access the current roster.
 - (i) **Training Group:** This is the Training Group that is responsible for this program.
 - (j) **Training Specialist/Email/Phone:** Training Specialist contact information.
- (3) [View Old Schedule](#): Click this link to view the old programs.
 - (4) [Search Schedule by Date](#): Click this link to view training schedule starting from September of 2004. Fill in the start and

end date and click **submit** to view all programs scheduled during that time period. Schedules prior to 2004 are filed at the Mott Training Center.

- (5) **Search by Program Title:** Enter a program title to search for all programs with that name dating to September 2004.
- b. **Out-Service Training Request:** This process is used for all training programs that are not listed on the Training Schedule.
- (1) To request Out-Service Training, click the [OUT](#) link next to **Submit Tr. Request**. This will display the OUT-SERVICE Training Catalog. The screen will look similar to this:

- (a) Locate the program by the [A-Z](#) listing or type in a keyword in the title and click **search**. The screen will look similar to this:

Training Request	Program Title	Program Category
Submit	M16/AR15 Armorer	Public Safety
Submit	Macworld Expo	Information Technology - Hardware
Submit	Mail Processing Training	Administration
Submit	Maintenance Leadership Conference	Maintenance
Submit	Making Effective Use of Mitigated Negative Declarations	Resource Management
Submit	Making Ethical Choices	Public Safety
Submit	Management for Field Training Program	Public Safety
Submit	Management Information Retrieval System	Administration
Submit	Management of Park Lands	Administration
Submit	Management Skills for the First-Time Supervisors	Management Supervision
Submit	Managing Communication Operators	Public Safety
Submit	Managing Emotions Under Pressure	Administration

- (b) To view the details of the program, click the [Program Title](#) link. The screen will look similar to this:

Close Window

Program Title
Introduction to California State Parks

Category
Introductory Level Programs

Program Length
28 hours

Topics
Defining mission, purpose and goals of the department, Organizational structure, Work processes

Department Participants
Job-required training for all permanent non-peace officer classifications within six months of first appointment with the Department of Parks and Recreation.

Job Required Participants
All permanent non-peace officer classifications

Job Required Participants Conditions
Complete within six months of first appointment with the Department of Parks and Recreation

Non Department Participants
None

Description
This training program welcomes new employees to California State Parks. Individual courses within the program define the mission, purpose, and goals of the Department of Parks and Recreation and provide information about the Department's organizational structure and work processes. The program content and structure are designed to help each new employee develop a personal philosophy of park service and to see their individual job duties as contributing directly to fulfilling the Department's mission.

- (c) To submit an Out-Service Training Request, click the [Submit](#) link. An Out-Service Training Request will appear; complete all required fields and **submit**. The request will be sent to your Supervisor for approval action. The screen will look similar to this:

Close Window Back

OUT-SERVICE Training Request Form

** Required Field*

* Program Title: Explosives Recognition First Responder

* Supervisor: HENRY, GINGERLOU

Click for definition

* TRAINING CATEGORY: Please Select

* Training Provider: Federal Agency

* Program Provider:

* Program Location:

* Start Date:

MM/DD/YYYY

* End Date:

MM/DD/YYYY

* Program Length(Hrs): Select

* State Time(Hrs): Select

* Employee Time(Hrs): Select

* Registration Cost: \$

* Estimated Per Diem: \$

* Justification:

Back submit

Details of the Out-Services Training Request are as follows:

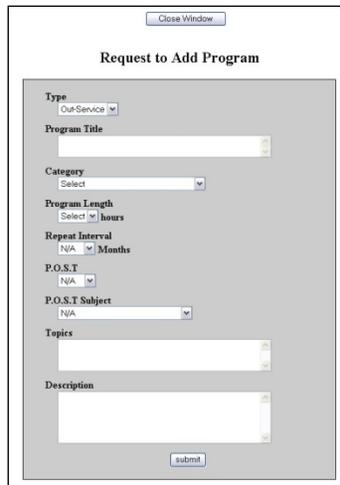
- [1] **Program Title:** The program title as listed in the Training Catalog.
- [2] **Supervisor:** Your Primary Supervisor is selected. You can select your Alternate Supervisor if applicable by clicking the drop down arrow.
- [3] **Training Category:** Select your Training Category, click [Training Category](#) link to see a definition of each.
- [4] **Training Provider:** Select the type of agency/entity that is providing the training from the drop down menu, Federal Agency, State Agency, Local Government, Private Vendor, or College/University.
- [5] **Program Provider:** List the name of the agency/entity that is providing this training program. An example would be Federal Agency for Training Provider and NPS as training Program Provider.
- [6] **Program Location:** List the location of where the program will be held.
- [7] **Start Date:** List the starting date of the training program.
- [8] **End Date:** List the ending date of the training program.
- [9] **Program Length(Hrs):** Enter the total hours for the training program.
- [10] **State Time(Hrs):** Enter the total hours of State Time required for this training program. Enter "0" if no State Time is required.
- [11] **Employee Time(Hrs):** Enter the total hours of Employee Time required for this training program. Enter "0" if no Employee Time is required.

NOTE: State Time plus Employee Time must equal Program length.

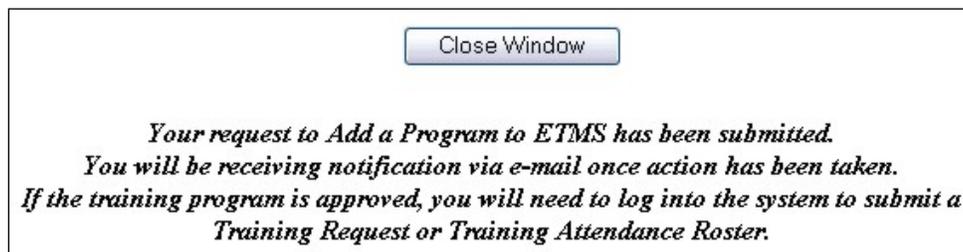
- [12] **Registration Cost:** Enter the registration cost of this program.
- [13] **Estimated Per Diem:** Enter the estimated per diem cost required to attend this program.
- [14] **Justification:** List the justification for your attendance at this program.
- [15] **Submit**

- (2) **Request to Add Program:** In order to submit a Training Request, the training program must be listed in the Training Catalog. If the program does not exist in the Training Catalog, you have the ability to request that the program be added to

the Training Catalog. By clicking the [SUBMIT](#) link, the **Request to Add Program** screen will appear in a pop up window. Complete all required fields and **submit**. The screen will look similar to this:



- (a) Once you click the **submit** button, this request will be sent to the System Administrator for approval action and inclusion into the Training Catalog. The screen will look similar to this:



- (b) If the training program is approved, it has been added to the Training Catalog. You will need to log into the ETMS to submit a Training Request for that program.
- (c) If the program is already listed in the Training Catalog, you will receive an email notification from the System Administrator.
- (d) If the program is not approved, you will receive an email notification from the System Administrator.
3. **Training Request Status:** [IN\(0\)](#) | [OUT\(0\)](#): Here you will see the status of all Training Requests that have been submitted into the ETMS. Within the parenthesis next to **IN**, In-Service Training Request and **OUT**, Out-

Service Training Request will be the number of pending Training Requests.

NOTE: You should check the status of your training requests periodically.

- a. **In-Service Training Request Status:** To view the status of all your training requests, click the [IN\(#\)](#) link next to Training Request Status. The screen will default to Training Request that are Pending approval action. To view all Approved, Not Approved or Cancelled Training Requests, click the appropriate links. The screen will look similar to this:

<div style="text-align: center;"> Close Window Back </div> <div style="text-align: center; margin-top: 10px;"> Pending Approved Not Approved Cancelled </div> <h3 style="text-align: center;">IN-SERVICE Training Request Status</h3>															
Training Request	Submit Date	Program	Program Date	Supervisor			Sub-Group Manager			Manager			Final Approval		
				Supervisor	Approval	Date	Sub-Group Manager	Approval	Date	Manager	Approval	Date	TS	Approval	Date
[Detail]	9/25/2007 [Cancel]	Administrative Workshop Test v 3	12/25/2007 - 1/1/2008	WAGY, STEVEN	Pending	Pending	COMBS, CHARLES	Pending	No Data	GREEN, MICHAEL	Pending	Pending	HENRY, GINGERLOU	Pending	Pending
[Detail]	9/25/2007	ETMS Version 3 Orientation test dy	12/5/2007 - 12/5/2007	COMBS, CHARLES	N/A	9/25/2007	COMBS, CHARLES	Approved	9/25/2007	GREEN, MICHAEL	Approved	9/25/2007	BREAKFIELD, CONNIE	Pending	Pending
[Detail]	9/25/2007	ETMS Version 3 Orientation test dy	12/5/2007 - 12/5/2007	COMBS, CHARLES	N/A	9/25/2007	COMBS, CHARLES	Pending	No Data	GREEN, MICHAEL	Pending	Pending	BREAKFIELD, CONNIE	Pending	Pending
[Detail]	9/25/2007 [Cancel]	Introduction to California State Parks 100	10/9/2007 - 10/12/2007	WAGY, STEVEN	Pending	Pending	COMBS, CHARLES	Pending	No Data	GREEN, MICHAEL	Pending	Pending	HENRY, GINGERLOU	Pending	Pending

- (1) **Training Request:** Click the [\[Detail\]](#) link to view the details of the Training Request.
- (2) **Submit Date:** Submit Date is the date the Training Request was submitted to the Supervisor for approval action. You have the ability to cancel a training request by clicking the [\[Cancel\]](#) link prior to the Supervisor taking approval action. Once the Supervisor takes actions, the [\[Cancel\]](#) link goes away.
- (3) **Program:** Title of the program as listed in the Training Catalog.
- (4) **Program Date:** The start and end date of the program which may include the travel dates (see syllabus for details).
- (5) **Supervisor:** The name of the Supervisor and approval action.
- (6) **Sub-Group Manager:** The name of the Sub-Group Manager and approval action.
- (7) **Manager:** The name of the Manager and approval action.
- (8) **Final Approval:** The name of the Training Specialist and approval action.

NOTE: If the training request is not approved, click the [Not Approved](#) link to view comments concerning this action.

	Submit Date	Program	Supervisor		Sub-Group Manager			Manager			Final Approval				
			Program Date	Supervisor	Approval	Date	Sub Group Manager	Approval	Date	Manager	Approval	Date	TS	Approval	Date
[Detail]	12/7/2004	Field Training Supervisor I	2/22/2005 - 2/26/2005	Pre-Enrolled	Approved	12/7/2004	Unassigned,	Pending	Pending	Pre-Enrolled	Approved	12/7/2004	PEPITO, ALPHONSO	Not Approved	12/7/2004
[Detail]	5/19/2005	Public Safety Coordinators Training I	6/12/2005 - 6/16/2005	Pre-Enrolled	Approved	5/19/2005	Unassigned,	Pending	Pending	Pre-Enrolled	Approved	5/19/2005	HAMBARO, WILLIAM	Not Approved	5/19/2005

b. **Training Request Status Out(#)**: This will look and function similar to the In-Service Training Request Status except the Training Coordinator has the final approval action.

C. **Resource Center**: This section provides you with training resources that are available.

1. **Classification**: To view programs required for a specific classification, click the [Classification](#) link. You can search for a classification based on a keyword or [A-Z](#) listing. To search by a keyword, type in the keyword and click **search**. The screen will look similar to this:

Close Window

Required Programs by Classification

Search by classification: search

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Class Code	Classification	Required Program(s) Frequency
2871	Museum Curator I	Appraisal and Development Plan (DPR 911) 12 months EEO With All Due Respect 24 months Ethics Orientation for State Officials 24 months Sexual Harassment Prevention 24 months Supervisory Practices 72 months
2872	Museum Curator II	Appraisal and Development Plan (DPR 911) 12 months EEO With All Due Respect 24 months Ethics Orientation for State Officials 24 months Sexual Harassment Prevention 24 months Supervisory Practices 72 months
2873	Museum Curator III	Appraisal and Development Plan (DPR 911) 12 months EEO With All Due Respect 24 months Ethics Orientation for State Officials 24 months Management Practices Sexual Harassment Prevention 24 months Supervisory Practices 72 months
2042	Museum Custodian	Appraisal and Development Plan (DPR 911) 12 months EEO With All Due Respect 24 months
2864	Museum Director, California State Railroad Museum	Appraisal and Development Plan (DPR 911) 12 months EEO With All Due Respect 24 months Ethics Orientation for State Officials 24 months Management Practices Sexual Harassment Prevention 24 months Supervisory Practices 72 months
6540	MUSEUM ELECTRICIAN	EEO With All Due Respect 24 months
2870	Museum Technician	Appraisal and Development Plan (DPR 911) 12 months EEO With All Due Respect 24 months Museum Collections Management Basic

- a. By clicking the [Required Program](#) link, a popup window will open showing the details of the program in the Training Catalog. The screen will look similar to this:

[Close Window](#)

Program Title
Introduction to California State Parks

Category
Introductory Level Programs

Program Length
28 hours

Topics
Defining mission, purpose and goals of the department, Organizational structure, Work processes

Department Participants
Job-required training for all permanent non-peace officer classifications within six months of first appointment with the Department of Parks and Recreation.

Job Required Participants
All permanent non-peace officer classifications

Job Required Participants Conditions
Complete within six months of first appointment with the Department of Parks and Recreation

Non Department Participants
None

Description
This training program welcomes new employees to California State Parks. Individual courses within the program define the mission, purpose, and goals of the Department of Parks and Recreation and provide information about the Department's organizational structure and work processes. The program content and structure are designed to help each new employee develop a personal philosophy of park service and to see their individual job duties as contributing directly to fulfilling the Department's mission.

2. **Job Title:** To view programs required for a specific Job Title, click the [Job Title](#) link. You can search for a Job Title on a keyword or [A-Z](#) listing. The screen will look similar to this:

[Close Window](#) [Back](#)

Required Programs by Job Title

Search by Job Title: [search](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Job Title	Required Program(s) Frequency
Defensive Tactics Instructor	Defensive Tactics Instructor 48 months Defensive Tactics Instructor Refresher 48 months Defensive Tactics Instructor Update
District CAO (newly appointed)	Strategic Planning and Performance Measurement for Superintendents and Managers
District Maintenance Chief (newly appointed)	Strategic Planning and Performance Measurement for Superintendents and Managers
DPR Employee (New)	Introduction to California State Parks

- a. By clicking the [Required Program](#) link, a pop up window will open showing the details of the program in the Training Catalog.
3. **Training Catalog:** The [Training Catalog](#) link displays the current programs listed on the ETMS. You can search for a program on a keyword or [A-Z](#) listing. To search by a keyword, type in the keyword and click **search**. The screen will look similar to this:

[Close Window](#)

TRAINING CATALOG

Request to add program
[SUBMIT](#)

Search by Program Title:

[search](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

- a. To find a program using the [A-Z](#) listing, click the first letter of the program title. The resulting page will look similar to this:

[Close Window](#) [Back](#)

TRAINING CATALOG

Request to add program
[SUBMIT](#)

Search by Program Title:

[search](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Training Request	Type	Program Title	Category
Submit	Out-Service	A Climate of Change - 2006 Legislative Symposium	Administration
View Schedule	In-Service	A.L.R.T. - Advanced Watercraft Rescue Training (PWC)	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Annual Aquatic Safety Video Conference	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Annual Lifeguard Program Update Meeting	Aquatic Safety
View Schedule			
Submit	Both	A.L.R.T. - Aquatic Search, Rescue, and Recovery	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Beach Driving	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Beach Driving Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation)	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Emergency Vehicle Operations Course for Seasonal Lifeguards	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Inflatable Rescue Boat Operation Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Inflatable Rescue Boat Operator Course	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Paddleboard Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Paddleboard Rescue	Aquatic Safety
View Schedule			
Submit	Both	A.L.R.T. - Personal Watercraft Operator for Inland Water Rescue	Aquatic Safety

- b. To view the details of the program, click the [Program Title](#) link.
- c. By clicking the [Submit](#) link, an Out-Service Training Request will appear; complete all required fields and **submit**.
- d. By clicking the [View Schedule](#) link, the dates from the current training schedule for the program will appear. If “No Data” is listed, the program has not been scheduled on the Training Schedule. The screen will look similar to this:

Close Window

TRAINING CATALOG

Request to add program

[SUBMIT](#)

Search by Program Title:

search

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Training Request	Type	Program Title	Category
View Schedule Submit	Both	P.O.S.T. Academy Instructor Certificate Course Group 6 6/17/2007 - 6/22/2007 (Mott Training Center)	Instructor Training
Submit	Out-Service	P.O.S.T. Assertive Supervision Course	Administration
View Schedule	In-Service	P.O.S.T. Basic Certificate	Public Safety
Submit	Out-Service	P.O.S.T. Basic Narcotics Investigations (CD-ROM)	Public Safety
Submit	Out-Service	P.O.S.T. Basics of Technical Search Equipment & Operations B, S&K 88	Public Safety
Submit	Out-Service	P.O.S.T. Communication: Keeping Your Edge (CD-ROM)	Public Safety
Submit	Out-Service	P.O.S.T. Death Investigation	Public Safety
Submit	Out-Service	P.O.S.T. Dignitary Security	Public Safety
Submit	Out-Service	P.O.S.T. Domestic Violence For Dispatchers	Public Safety
Submit	Out-Service	P.O.S.T. Driving Under the Influence (CD-ROM)	Public Safety
Submit	Out-Service	P.O.S.T. Drug Identification and the Law (CD-ROM)	Public Safety
Submit	Out-Service	P.O.S.T. Drug Influence and User Identification (CD-ROM)	Public Safety

(1) Submit a training request by clicking the [Program Date](#) link and complete all required fields and **submit**.

- e. **Request to Add Program:** By clicking the [SUBMIT](#) link, the **Request to Add Program** screen will appear in a pop up window. Complete all required fields and **submit**.

4. **Training Schedule:** Click the [Training Schedule](#) link to view the current Training Schedule.

5. Message From Training Section

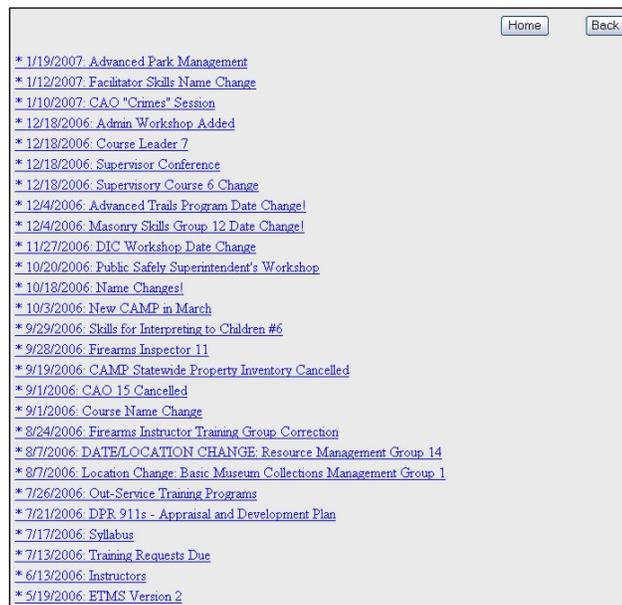
Periodically the Training Section will post a message for all Users of ETMS.

- a. **New Message:** If there is a message from Training Section that has not been opened, the [\[New\]](#) link will be listed next to the Message from Training Section. The screen will look similar to this:



By clicking the link, you can read the message. Once the message has been read, it is transferred to the [Message Archive](#) link.

- b. **Message Archive:** Click the [Message Archive](#) link to view old messages. The screen will look similar to this:



6. [Contact Administrator](#): Click this link to email the System Administrator.

7. [HELP](#): Click this link to view the ETMS Help Files. The screen will look similar to this:



Click the link to view the content of the Help File.

VI. REQUIRED PROGRAMS

- A. **P.O.S.T. (C.P.T.) Management:** State Park Peace Officers are required by P.O.S.T. to complete Continuing Professional Training (C.P.T.).

1. **Requirement 1 – Advanced Officer Training:**

- a. All State Park Superintendent I and Lifeguard Supervisor II classifications and above are required to complete a minimum of 24 hours of Advanced Officer Training every 24 months. For these classifications the screen will look similar to this:

P.O.S.T. (C.P.T.) Management				
Requirement : Advanced Officer Training (24 hours every 24 months)				
Program Title	Length	Current	Due Date	In Compliance
Training Conference	24	11/4/2004	11/4/2006	YES
Total Hours	24	In Compliance		

- b. All Supervising Ranger and Lifeguard Supervisor I classifications and below are required to complete a minimum of 10 hours of Advanced Officer Training every 24 months. The screen will look similar to this:

P.O.S.T. (C.P.T.) Management				
Requirement 1 : Advanced Officer Training (10 hours every 24 months)				
Program Title	Completed Hrs	Completion Date	Due Date	In Compliance
NIMS/SEMS Basic Course	8	11/7/2006	11/7/2008	YES
Defensive Tactics Instructor Refresher	36	10/6/2006	10/6/2008	YES
Total Hours	44	In Compliance		

- (1) **In Compliance** indicates the required numbers of hours have been completed.
- (2) **No Data** indicates that no POST-certified programs have been completed.
- (3) **Out of Compliance** indicates the required numbers of hours have not been completed or the program hours have expired because they have gone beyond the 24 months requirement.

2. **Requirement 2 - Perishable Skills Program:** All Supervising Ranger and Lifeguard Supervisor I classifications and below are required to complete a minimum of 14 hours of Perishable Skills Programs (PSP) every 24 months. The screen will look similar to this:

Requirement 2 : Perishable Skills (Every 24 months)					
Post Subject	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	1/25/2006	1/25/2008	YES
PSP Driver Training	4	4	6/7/2005	6/7/2007	YES
PSP Arrest and Control Training	4	4	3/1/2006	3/1/2008	YES
PSP Tactical Communications	2	2	2/8/2006	2/8/2008	YES

- a. **In Compliance** indicates the required numbers of hours have been completed.
- b. **No Data** indicates that no POST-certified programs have been completed.
- c. **Out of Compliance** indicates the required numbers of hours have not been completed or the program hours have expired because they have gone beyond the 24 months requirement.

NOTE: It is the Employee's responsibility to insure compliance at all times.

B. Required Programs

This is a list of all Program Requirements assigned to the Employee based on classification or position. The ETMS provides the ability for the Employee and Management to monitor compliance. The screen will look similar to this:

Required Programs					
Program Title	Required By	Completion Date	Repeat Interval	Due Date	Compliant
Ethics Orientation for State Officials	Classification	6/13/2006	24	6/13/2008	YES
Racial Profiling	Classification	12/10/2003	60	12/10/2008	YES
Supervisory Refresher	Classification	5/6/2005	72	5/6/2011	YES
Management Practices	Classification	1/13/2005	N/A	N/A	YES
Sexual Harassment Prevention	Classification	11/15/2005	24	11/15/2007	YES
EEO With All Due Respect	Classification	Pending	24	N/A	NO
P.O.S.T. Basic Certificate	Classification	1/25/1988	N/A	N/A	YES
Lifeguard Annual Swim Test	Classification	8/30/2006	12	8/30/2007	YES
Appraisal and Development Plan (DPR 911)	Classification	Pending	12	N/A	NO
Emergency Medical Responder Instructor Refresher	Position	12/16/2005	48	12/16/2009	YES

NOTE: If an Employee is aware of additional Required Programs based on their job position, they should contact their Primary Supervisor to have them added to their Required Programs Screen.

C. Continual Professional Training (CPT) Management

Job classifications that require continuing education on a reoccurring basis are managed on this screen. These certifications can be satisfied by various training programs assigned by the System Administrator.

1. The Continual Professional Training (CPT) Management screen will look similar to this:

Continual Professional Training(CPT) Management	
Certification	Compliant
Annual Lifeguard Refresher Training (ALRT) (16 Hours Every 12 Months)	YES

- a. **Compliant:** Click on [YES](#) or [NO](#) to view Certification Requirement Detail. The screen will look similar to this:

Certification Requirement Detail

Program Title	Total Hours	Program Completion Date
SCUBA Dive Team Refresher - 24 hour P.O.S.T. course	24	11/9/2005
Annual Swim Test	1	7/27/2005

An example of this certification is as follows:

Annual Lifeguard Refresher Training (A.L.R.T.): Training is a certification for all Lifeguard classifications. The various programs that will satisfy the A.L.R.T. certification are as follows:

- Rock Rescue Training
- Aquatic Search, Rescue, and Recovery
- Personal Water Craft Operator
- Personal Water Craft Operator Refresher
- Paddleboard Rescue
- Beach Driving
- Beach Driving Refresher

This certification requires completion of 12 hours of any of the above programs every 24 months.