



**Incident Qualification and  
Certification**  
**Individual Employee Update**

(Note: this form is to be used only for updating employee records that are already established in the IQCS)

**Header Information**

First Name		Employment Kind (Career, Career Seasonal, Casual Hire, Temporary, Volunteer)	
Last Name		Fitness Rating (Arduous, Moderate, Light, None)	
Middle Initial		Fitness Date (MM/DD/YYYY)	
Org Code		Group (IMT Member and Team name)	
Unit Code		IRDP Incident Responder Development Plan (Y/N)	
	(CLP, FRF, LAD, WNF, SHR)		

**Incident Qualification Card *(only the jobs you anticipate working)***

Qualified Jobs		Trainee Jobs	
Job Code	Job Code	Job Code	Job Code

JOB CODE = Four digit code for the job performed (ex.: **FFT2** = Firefighter Type 2)

**Employee Training Entry**

Course Code	Date Completed (MM/DD/YY)	Course Code	Date Completed (YY/MM)

<b>EMPLOYEE SIGNATURE</b>	<b>/s/</b>	<b>DATE</b>	
<b>SUPERVISOR</b>	<b>/s/</b>	<b>DATE</b>	



Instructor Experience Entry			
Course Code	Date of Instruction (MM/DD/YY)	Instructor Level L=lead U=unit	Times Taught

### Task Books

Initiated, But Not Completed		
Event Code	Job Code	Initiated Date
<b>EXAMPLE: WF</b>	<b>FFT1</b>	<b>05/20/08</b>

Completed		
Event Code	Job Code	Completed Date
<b>EXAMPLE: WF</b>	<b>FFT1</b>	<b>09/20/09</b>