

DATE: _____

SUBJECT: Home Unit Letter

TRAINEE NAME: _____

TO: _____

The individual listed above has participated in a training assignment as:

ICS Trainee Position: _____

Incident: _____

The enclosed training forms are the records of the training assignment. The recommendations given are those of the Training Specialist who was assigned to the incident, with input from the trainee and the trainer/evaluator of the position. It is the responsibility of the home unit to insure the assignment is properly credited and the Interagency Qualification Record is updated, per agency certification standards.

The recommendation for this trainee is:

- _____ A. The individual has successfully performed all tasks for the position and should be considered for certification.
- _____ B. The individual was not able to complete certain tasks (comments below) or additional guidance is required.
- _____ C. Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
- _____ D. The individual is severely deficient in the performance of tasks for the position and needs all future training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.
- _____ E. Other: _____

If this recommendation indicated that the individual has “successfully performed all tasks for the position and should be considered for certification,” the final certification takes place with the local unit.

If this recommendation indicated that “not all tasks were evaluated on this assignment” it is the responsibility of the local unit to determine if all tasks have been completed with other assignments and provide that information to the local units for final certification. If additional training or trainee experience is indicated, efforts should be made to accomplish the necessary tasks before the benefits of this incident training assignment are diminished.

Training Specialist