

INTERAGENCY AVIATION TRAINING



IAT WEBSITE GUIDE: INSTRUCTOR ROLE

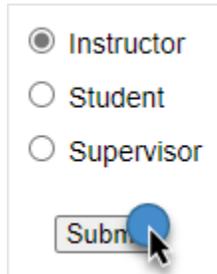
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LOGIN & SELECT ROLE

Login to IAT by using the login link located at the top right of the IAT home page and select the instructor role.



Instructor
 Student
 Supervisor

Submit

COURSE OFFERINGS TAB

The Course Offerings tab allows IAT Instructors to create new class offerings, manage currently scheduled offerings and update completed offerings.



Instructor Home Base ⓘ

Course Offering | Qualifications | Resources

Manage My Course Offerings

UPCOMING OFFERINGS SECTION

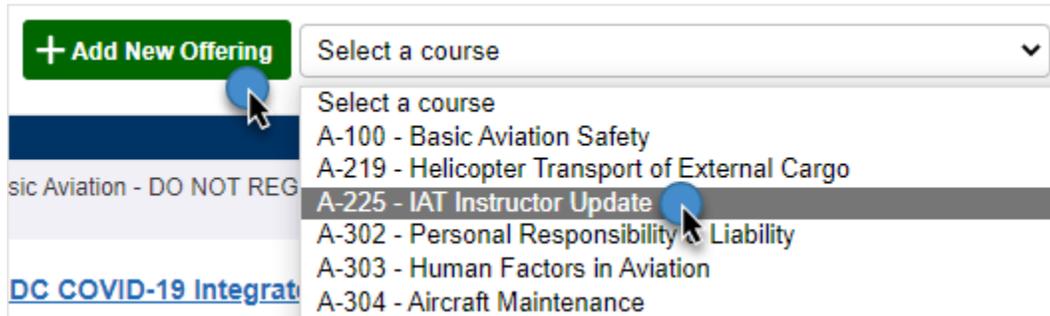
Upcoming Offerings							+ Add New Offering
Action(s)	Course	Offering Name	Location	Primary/Assist	Start Date	Cancel	
Manage Roster Modify Offering	A-100	TEST A-100 - Basic Aviation - DO NOT REGISTER	San Diego, CA	Primary	9/26/2022		

The Upcoming Offerings section lists all classes currently scheduled where the instructor is listed as either Primary or Assistant. Classes are sorted by oldest class on top however, each column is sortable. Click on a column header to change the sort for that column. To include a secondary sort - hold the shift key and click on another column. Course Offerings in **black** are upcoming and Course Offerings in **red** have been cancelled.

Email Notifications for Upcoming Offerings

Instructors and students are sent an email reminder one week prior to the class and again one day prior to the start date of the class. Webinar students are sent reminders, 1 week, 72 hours and 1 day prior to the start date asking them to confirm their registration. Students who do not confirm their registration risk being moved to the Wait List.

ADD NEW OFFERING BUTTON



Click the **Add New Offering** button to display a drop-down list of courses available to instruct. Only courses the instructor is listed as Fully Qualified; Trainee or Adjunct will be displayed in this drop-down list. **If other training requirements are not current such as completion of the A-225 IAT Instructor Update course every three years, you will not see any courses listed in the drop-down list.**

i NWCG Courses (S-271, S-372, RT-372, etc.)

These courses do not require an IAT Instructor Evaluation as they are not IAT courses, you may schedule these courses in IAT if your IAT instructor requirements are kept current and NWCG has authorized you to instruct them.

- ✓ Successful Completion of A-220 course or Equivalency
- ✓ Successful Completion of A-225 course
- ✓ Taught a minimum of one IAT course every 36 months

If any of those 3 items are not current you **will not be able to schedule any courses** in IAT.

COURSE OFFERING DETAILS PAGE

Upon selecting a course, the Course Offering Details page is automatically displayed. This page is used to schedule a course offering and contains numerous fields and information that assists students in locating and registering for your class. Please fill out this form thoughtfully, taking into consideration this information is presented to the students when they search for and register for classes.

OFFERING TITLE AND COURSE

Course Offering Details

** Denotes a required field*

Offering Title * (something distinctive that will help students identify your class when searching)

45/ 100 characters remaining

Course

 Minimum Course Length: 6 Hours

The **Offering Title** field is **required** and editable, it can be used to give students key information when searching for a class. Enter details, i.e., location or the group of employees the class is intended for to allow students to find this specific class in the search.

The **Course** field is not editable and lists the code and title of the course from the [IAT Course Catalog](#). This field cannot be altered. Next to the Course field is a notation about the minimum course length, this is the minimum amount of time your class may be scheduled for.

Change Course

If the wrong course was selected when you created the class offering, it cannot be corrected on this page. You must go back and choose the correct course from the **Add New Offering** button/drop-down list on the Course Offerings tab.

SPONSORING AGENCY/BUREAU

Sponsoring Agency/Bureau : **Region 05 Pacific Southwest Region (R05)**

Agency/Bureau: ▼

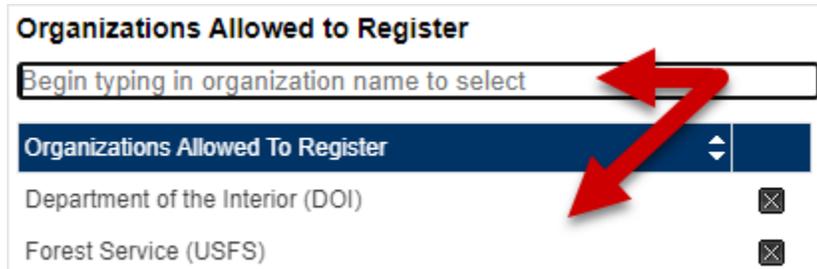
Region/Area: ▼

Unit: ▼

The **Sponsoring Agency/Bureau** field is **required**; it is used for reporting purposes; this information assists us with tracking training trends and training requests. At a minimum you must select the Agency/Bureau (first drop-down list) the class is being presented to. Select the Region/Area (second drop-down list) and the Unit (third drop-down list) if you have that information available.

Example: A BLM employee is requested to teach a course to a group USFS employees in Region 5. The Sponsoring Agency/Bureau and the Region would be selected in the drop-down lists.

ORGANIZATIONS ALLOWED TO REGISTER



The **Organizations Allowed to Register** field is not required and can be used to set your class offering to only allow students in specific organizations, regions, or units to register for your class offering. **Selecting nothing in this field will allow anyone to register for the offering.** To set an offering to only allow students in specific organizations to register for the offering begin typing in the field, this is a type-ahead field which will list organizations/regions/units after you have typed a minimum of 3 characters. Once the org you want to select appears in the list, select it with your mouse and it will be placed in a list below the field. If you wish to select another organization, begin typing again and select the second unit.

* [Hierarchical listing of all IAT Organization names for reference](#)

ORGANIZATIONS ALLOWED TO REGISTER EXAMPLES

- Selecting nothing will allow anyone to register.
- Selecting **Department of the Interior** and the **Forest Service** would allow all employees listed in any DOI Bureau and any employee listed in any Forest Service Region to register for the offering.
- Selecting **Region 06 Pacific Northwest Region** and **Washington** would allow any employee in the Forest Service Region 06 Pacific Northwest Region and any State of Washington employee to register for the class.

i **Contractors & Other Users**

If you currently allow Contractors or others to select your government unit as their home unit, this will allow them to register in course offerings where that government unit is authorized to register.

Incorrect/Correct Examples:

1. Set the registration to only allow USFS Region 05 employees to register:

Organizations Allowed to Register

Begin typing in organization name to select

Organizations Allowed To Register

- Forest Service
- Region 05 Pacific Southwest Region (USFS)

Incorrect: This example would allow all Forest Service employees **AND** employees in units under USFS Region 05 Pacific Southwest Region to register.

Organizations Allowed to Register

Begin typing in organization name to select

Organizations Allowed To Register

- Region 05 Pacific Southwest Region (USFS)

Correct: This example would only allow employees in units under USFS Region 05 Pacific Southwest Region to register.

2. Set registration to only allow FWS employees to register:

Organizations Allowed to Register

Begin typing in organization name to select

Organizations Allowed To Register

- Department of the Interior (DOI)
- Fish and Wildlife Service (FWS)

Incorrect: This example would allow all DOI employees (All Bureaus) **AND** employees in the Fish and Wildlife Service (FWS) to register.

Organizations Allowed to Register

Begin typing in organization name to select

Organizations Allowed To Register

- Fish and Wildlife Service (FWS)

Correct: This example would only allow employees in units under the Fish and Wildlife Service (FWS) to register.

3. Set registration to only allow DOI and Forest Service employees to register:

Organizations Allowed to Register

- Organizations Allowed To Register
- Department of the Interior (DOI)
- US Department of Agriculture (USDA)

Incorrect: This example would allow all DOI employees (All Bureaus) **AND** employees under USDA (currently in IAT the Forest Service is not listed under USDA, it is listed as its own Top-Level Organization) to register.

Organizations Allowed to Register

- Organizations Allowed To Register
- Department of the Interior (DOI)
- Forest Service (USFS)

Correct: This example would allow all DOI employees (All Bureaus) **AND** employees under the Forest Service (USFS) to register.

* [Hierarchical listing of all IAT Organization names for reference](#)

i Student Unit Affiliation

- If a student is new to a unit and has not been accepted into that unit yet by the UATA, they will be placed on the Org Wait List for the class offering. Instructors will **need to manually move that student to a "Registered" status** if they want them to be registered in the class offering. (Many units do not have UATAs assigned to accept students in)
- If a student is accepted into a unit after they have already been placed on the Org Wait List in a class offering. Instructors will **need to manually move that student to a "Registered" status** if they want them to be registered in the class offering.

🤝 Interagency Cooperation

Please be considerate in using the "Organizations Allowed to Register" feature. Many people need training to accomplish their missions throughout DOI, Forest Service and many of our interagency partners. If you have space available in your offerings, please consider allowing neighboring units or organizations access to register for your offerings. This is even more important for organizations in remote areas such as Alaska and Hawaii who sometimes have difficulties bringing in qualified instructors for classes such as A-312 Water Ditching and Survival.

CLASS DATE AND TIME

Class Date and Time

Start Date * at **Start Time ***

End Date * at **End Time ***

Class Length *
 Hours **Minimum Required Class Length: 6 Hours**
Class Length may be longer, but may not be less than minimum required hours due to number of students, weather factors, field exercises, etc.

Time Zone *

Open Registration Period *
Open Registration Close Registration
Open & Close Registration dates must be before class start date. Class will disappear from search at 12:00 PM MTN on the Close Registration date.

The **Start Date/Start Time** and **End Date/End Time** fields are **required**; they use calendar and time pickers to assist with setting dates and times.

The **Class Length** field is **required**, it calculates the hours entered in the Start Time and End Time fields. If a class includes a lunch period or break, change the field to reflect the actual class hours being taught.

i Multiple Day Class Offerings

If you enter a three-day long date span for a class and the Start Time of 8 AM and an End Time of 12 PM, the form interprets this as a class that runs from 8 AM to 12 PM each day (four hours each day), which calculates to 12 hours. To change the calculated number to reflect the actual class hours taught, i.e., 8 hours on day one, 8 hours on day two, and 4 hours on day three totaling 20 hours - **manually** enter 20 hours in the **Class Length** field.

The **Time Zone** field is a **required** field, please choose the time zone for the location the class is being taught. If you are teaching a webinar class, please select the time zone the instructor is teaching in.

i Webinar Offerings

The nature of content and required student/instructor participation prevents some courses from being adequately accomplished via webinar. Please review the [IAT Guide](#), Appendix 1, for a listing of courses that can be taught via webinar.

The **Open Registration Period** fields are a set of **required** fields and reflect the dates the class is open for registration. Students can find all class offering listings in search, however not all offerings will be open for registration. If they are open for registration students will be able to click on them and register. Offerings that are not open for registration will show as: **Registration Opens: 10/21/2022 12:00:00 PM** in the list. All offerings open and close their registration at Noon MTN time. If possible give your students plenty of time to register, we recommend 30 days.

DELIVERY METHOD, ENROLLMENT LIMIT & SCORING METHOD

Delivery Method *
Residential Classroom ▼
Enrollment Limit *
0
Scoring Method * <i>(this can be modified on the course roster page before submitting student scores)</i>
Pass/Fail ▼

The **Delivery Method** field is a **required** field, an instructor led class is listed as **Residential Classroom**; classes presented via Teams, WebEx, Zoom or other online meeting software would be listed as **Webinar**.

The **Enrollment Limit** field is a **required** field, it sets the class size limit, please consider the class location and student capacity limits for the location you will be instructing. If presenting a webinar, smaller class sizes are easier to manage especially when teaching alone. If you wish to control all registrants for this offering set the enrollment limit to zero.

The **Scoring Method** field is a **required** field, it is most often set to Pass/Fail unless a course requires an exam. When choosing a Scored Exam, each student's score is to be recorded on the roster. This field is also available on the Manage Roster page.

i Instructor Led vs Online Only

Several courses such as A-110 Aviation Transportation of Hazardous Materials should no longer be taught as a Residential Classroom (In Person) class. Please review the [IAT Guide](#), Appendix 1, for a listing of courses and their designated delivery methods.

INSTRUCTORS

Instructors ?

Fully Qualified Instructor (Primary)*

Instructor, Bud (FQ)

Begin typing assistant or trainee instructor name to select

Assistant or Trainee Instructors

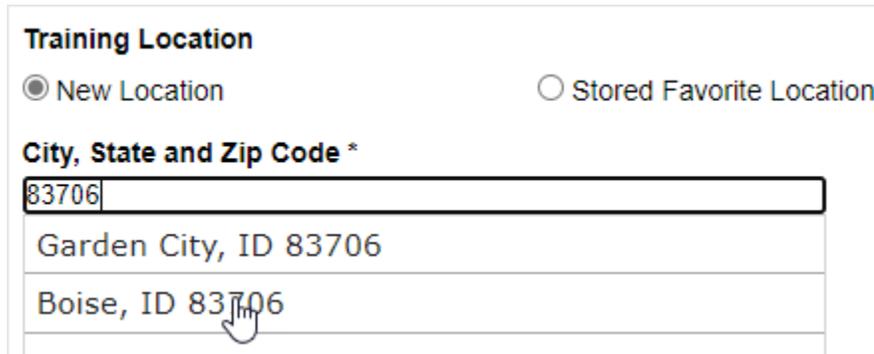
Instructor, Bogus (T)

The **Fully Qualified Instructor (Primary)** drop-down list is a **required** field and shows only instructors who are current with all instructor requirements and have been successfully evaluated for the course chosen upon course offering creation.

The **Assistant or Trainee Instructor(s)** field is not required, begin typing in the field, this is a type-ahead field which will list all available instructors for this course after you have typed a minimum of 3 characters. Once the instructor you want to select appears in the list, select them with your mouse and it will be placed in a list below the field. If you wish to select another instructor, begin typing again and select the second instructor. If the instructor creating the class offering is a Trainee, they must list themselves in this field and they must choose a Fully Qualified Instructor from the **Fully Qualified Instructor (Primary)** field. Multiple assistants can be entered, assistants can be Fully Qualified, Adjunct, and other Trainee instructors.

TRAINING LOCATION

The **Training Location** fields are **required** if you chose Residential Classroom (In Person) as the Delivery Method.



Training Location

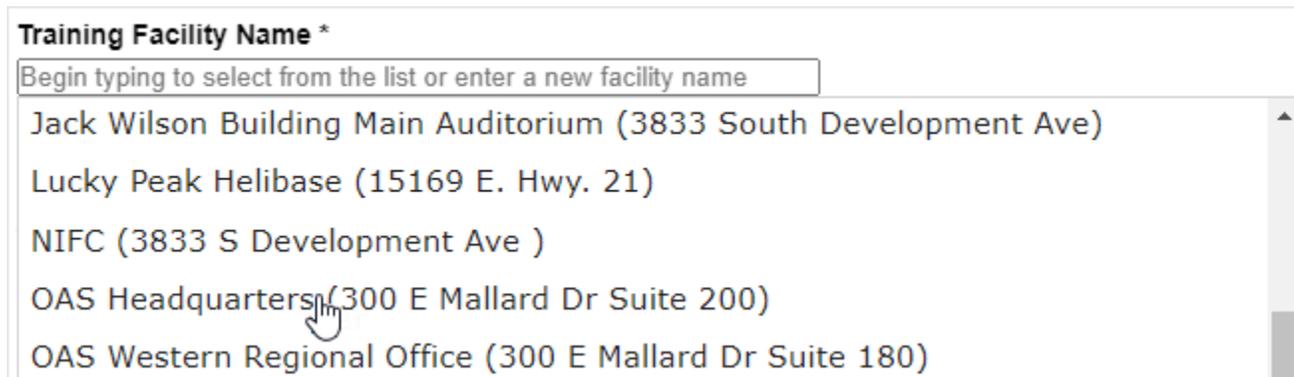
New Location Stored Favorite Location

City, State and Zip Code *

83706

- Garden City, ID 83706
- Boise, ID 83706

Begin typing the zip code in this field and a list of cities will be listed that match the zip code. Select the City, State and Zip Code from the list and they are entered into the field.



Training Facility Name *

Begin typing to select from the list or enter a new facility name

- Jack Wilson Building Main Auditorium (3833 South Development Ave)
- Lucky Peak Helibase (15169 E. Hwy. 21)
- NIFC (3833 S Development Ave)
- OAS Headquarters (300 E Mallard Dr Suite 200)
- OAS Western Regional Office (300 E Mallard Dr Suite 180)

Immediately after selecting the City, State and Zip Code a list of **Training Facility Names** previously used in the system will populate this field. Select the training facility if it is listed - this will automatically fill the remaining fields.

Training Location

New Location Stored Favorite Location

City, State and Zip Code *

Boise, ID 83706

Training Facility Name *

OAS Headquarters Training Conference Room

Street Address *

300 E Mallard Dr Suite 200

Note: Can be a physical street address or lat/long coordinates (e.g. N 36 29.75' W 118 50.06')
This address information will become a google maps link viewable by students.

Phone *

208-433-5000

[Pick a different location](#)

[Maps Link](#)

If a facility does not appear in the list, type the name in the **Training Facility Name** field along with the address in the **Street Address** field. Once the class offering is saved, this facility will become available to other instructors when creating future class offerings.

i Maps Link

The designated Training Facilities address becomes a Google Maps link that is available to students on the Class Offering Details page.

STORED FAVORITE LOCATIONS

Make the location a Stored Favorite

A newly created location can be saved as a Stored Favorite by selecting this checkbox. Stored Favorite Locations can be used on future class offerings you create.

Stored Favorite Locations

You may only select one location per offering

Select	Facility Name	Address	City	State	Remove Favorite
<input checked="" type="checkbox"/>	OAS Western Regional Office	300 E Mallard Dr Suite 180	Boise	ID	Remove

If there are any **Stored Favorite Locations**, select the radio button for it and a box will open listing previously stored locations. Select the desired location and click the **Apply selected location to offering** button.

ROOM / COMMENTS / PHONE

Room Name/Number <input type="text"/>
Comments/Directions <input type="text"/>
Alternate Facility Phone <input type="text" value="### ##-####"/>

The **Room Name/Number** field is not a required field. If the class will be held in a specific room, enter the room name or number information.

The **Comments/Directions** field is not a required field. Enter any comments, details, directions once inside the building, etc. that will help students find the class. *(Remember the page automatically creates a Google Maps link for the students to the address listed).*

The **Alternate Facility Phone** field is not required. If there is an alternate facility phone number, type the number in the designated field.

INSTRUCTOR COMMENTS

Instructor comments about this offering *(optional)*

Bring a copy of the student guide with you, can be a printed copy or on an electronic device.

The **Instructor comments about this offering** field is not required. Enter any instructions for your students such as items they should bring with them to class.

COURSE DOCUMENTS ALREADY ASSOCIATED TO THIS COURSE

A-100 Course Documents Already Associated to this Course

[A-100 Student Guide](#) [Interagency Aviation Life Support Equipment \(ALSE\)](#) [Aviation Safety Wallet Cards](#)

The **Course Documents** field is not an editable field. Most IAT courses have a Student Guide that provides students with course content, space for note taking, and for use as a reference source once the course is complete. These documents are attached to the offering automatically if they are available. If there are not any documents listed here, this means the course does not have a Student Guide.

ADDITIONAL CLASS MATERIALS

Additional Class Materials (PDF, Images, and Zip Files only, max 100 Mb per file)

Choose File building_map.pdf

building_map.pdf 

Map of building showing restrooms and exits.

The **Additional Class Materials** field is not a required field, it allows other documents, images, or files to be attached to the class and available for students to download. This field will accept .pdf documents, image files like .jpg or .png and .zip files. After choosing an attachment a blank text field will appear below the attachment, this is used to list a description of the file that was uploaded. Multiple attachments can be added.

Course Documents

- [A-100 Student Guide](#)
- [Interagency Aviation Life Support Equipment \(ALSE\)](#)
- [Aviation Safety Wallet Cards](#)

Study Aids

- [Example PDF Doc 1.pdf](#) (17.6 KB) Example PDF Doc 1 Attached
- [Example Image 1.png](#) (105.5 KB) Example Image 1 Attached
- [Example PDF Doc 1.pdf](#) (981.4 KB) Example PDF Doc 1 Attached
- [Example Image 2.png](#) (2.2 MB) Example Image 2 Attached

The image above shows how students will see the different types of attachments on the Course Offering Details page, they can reach this page by going to their **Overview tab** and clicking on the **View Offering** button.

SUBMIT & SAVE

Click the **Submit** button to save the course offering. A prompt will display for any missing required fields.

Text Fields and Special Characters

The text fields on the course offering page are plain text fields, they will not accept any special characters like [smart quotes or M-Dash](#) from Microsoft Word. Please be cautious about pasting from Word or other documents into any of the text fields, doing so could cause an error upon submit/save. When using the paste command, **right click** in the field and choose **Paste as plain text**.

MODIFY OFFERING

Action(s)	Course	Offering Name	Location	Primary/Assist	Start Date	Cancel
Manage Roster Modify Offering	A-311	A-311 - Aviation Planning		Primary	9/29/2022	
Manage Roster Modify Offering	A-220	A-220 - Train-The-Trainer	Fort Walton Beach, FL	Assistant	10/3/2022	

From the Course Offerings tab, click on the **Modify Offering** button to change the course details. The Course Offering Detail page will open, most fields on the form are available for updates. Be sure to re-submit the page to save the changes.

CANCEL OFFERING

Action(s)	Course	Offering Name	Location	Primary/Assist	Start Date	Cancel
Manage Roster Modify Offering	A-311	A-311 - Aviation Planning		Primary	9/29/2022	
Manage Roster Modify Offering	A-220	A-220 - Train-The-Trainer	Fort Walton Beach, FL	Assistant	10/3/2022	

To cancel an offering click the cancel icon  in the right column in either the Upcoming Offerings or Delivered Offerings section. A prompt box opens to confirm the class is to be cancelled. Any students registered for the class offering will be notified by email of the cancellation.

Assistant Instructors and Cancelling Offerings

Assistant instructors cannot cancel an offering, only the instructor listed as **Primary Instructor** may cancel an offering.

MANAGE ROSTER

Action(s)	Course	Offering Name	Location	Primary/Assist	Start Date	Cancel
Manage Roster Modify Offering	A-311	A-311 - Aviation Planning		Primary	9/29/2022	
Manage Roster Modify Offering	A-220	A-220 - Train-The-Trainer	Fort Walton Beach, FL	Assistant	10/3/2022	

After clicking the **Manage Roster** button on the Course Offerings tab, the Manage Roster page will display for that class offering.

MODIFY COURSE OFFERING

[Instructor Home Base](#) > [Course Offerings](#) > [Manage Roster](#)

Manage Roster

A-311 - Aviation Planning

Course: A-311 Aviation Planning
FQ Instructor: Ryan Stailey
Location:
City, State:
Start Date/Time: 9/29/2022 11:00 AM MT
Finish Date/Time: 9/29/2022 3:00 PM MT
Reg End Date: 9/24/2022
Reg Availability: All Orgs

[Modify Course Offering](#)
[Print Sign-In Sheet](#)
[Copy Eval Link to Clipboard](#)
(Can be pasted into webinar chat for student feedback)

[Correspond with Students](#)
[Add Students to Class Roster](#)

Use the **Modify Course Offering** button to make edits or changes to the class offering.

PRINT SIGN-IN SHEET

OAS-106
10/16

U.S. Department of the Interior
Aviation Course Presentation Record

Course Code & Title: A-220 - A-220 - Twin/Turbo/Pro			Class Hours: 02
Class Dates: Wed/Thu/Class - October 26, 2022 12:00 PM thru October 27, 2022 12:00 PM			
Class Location: Fort Walton Beach, FL		Class Location: Fort Walton Beach, FL	Class: Group name IAT Train/Instr
Instructor 1: [Name]	Address: Headquarters Boise	Phone: 208.473.2008	
Instructor 2: [Name]	Address: Headquarters Boise	Phone: 208.381.7100	
Instructor 3: [Name]	Address:	Phone:	

#	NAME (LAST/FIRST)	EMAIL	PHONE	SIGNATURE
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Page 1

Use the **Print Sign-In Sheet** link to print a PDF sign in sheet (OAS-106 Aviation Presentation Record) for the class.

This PDF document will list all students registered for a class listed alphabetically with their phone numbers and email addresses plus a signature line. Instructors may also use this sheet for webinar offerings too - noting attendance or pass/fail on the signature line. A blank version of this form is also listed under the **Instructor Resource tab > Instructor Related Forms**.

i E-Mail Completed Sign-In Sheets to the IAT Admin

Please email scanned copies of your completed sign-in sheets to the IAT Administrator (IAT_Admin@ios.doi.gov) for permanent storage. This assists with attendance verifications when students contact our help desk.

Please DO NOT mail originals to the IAT/OAS office.

PRINT COURSE EVALUATION FORM (REMOVED)

Printed evaluation forms are no longer necessary. When an instructor completes the class roster each student is emailed a link to an electronic evaluation form as well as a notification that they completed the class. When the student completes that evaluation form the instructor and the co-instructors (up to four) will receive an email with all the information the student entered in the evaluation form.

Instructor Course Feedback

Instructors and co-instructors (up to four) will also receive an electronic form link via email to provide feedback for the course content and materials upon roster completion. This information will be reviewed by course managers and used during the course revision process.

COPY EVAL LINK TO CLIPBOARD

The **Copy Eval Link to Clipboard** link allows instructors who are teaching webinar type classes to copy the electronic evaluation link and then paste it into their webinar chat. As mentioned previously students will receive this link in an email when the class roster is completed so it is not necessary to do this but is available if you would like to. Note that students will still receive the same exact link in an email when the roster is completed.

CORRESPOND WITH STUDENTS

Use the **Correspond with Students** button to send out email messages to students registered for the class offering. Instructors can send an email message to: All students, Registered students, Wait Listed students, Org Wait Listed Students, Withdrawn students or individual students. All primary and assistant instructors listed on the class will receive a copy of all email messages sent to students.

Student Information on Roster

	Name	Agency	Phone	Reg Date
<input type="checkbox"/>	Bruck, Louise	OS OAS OAS-HQ	208-433-5049	3/24/2022
<input type="checkbox"/>	Student, Bud	STATE OR	208-433-5049	9/26/2022
<input type="checkbox"/>	Student, Buddy	STATE TX	208-433-5049	9/26/2022

No Email Address

Students who do not have an email address are now reflected in **red** on the roster page. You will need to contact these students by phone if you wish to communicate them. Please ask them to update their email address in their profile. Students showing a **red organization** are not in the [Organization Allowed to Register](#).

Step One: Select Students for Correspondence

- All
 - Completed
 - Registered
 - Waitlisted
 - Withdrawn
-
- Bruck, Louise (OS) - *registered*
 - Student, Bud (STATE) - *registered*
 - Student, Buddy (STATE) - *registered*

Select the group of students or individual students that should receive the message. Click the **Next Step** button.

Step Two: Create Correspondence

From: IAT Admin (IAT_Admin@ios.doi.gov)
 Use IAT_Admin@ios.doi.gov instead

To: Louise Bruck; Louise Bruck;

CC: Bud Instructor; Bogus Instructor;

 Add Attachment (PDF Only)

Subject: * Information regarding the upcoming A-454 Small Unmanned Aircraft System (sUAS) Add-on Course course offering

Message: *

The message will come from the instructor unless "Use IAT_Admin@ios.doi.gov is checked", the students are Blind Copied (BCC), and all instructors are Carbon Copied (CC). Change the Subject line of the message when applicable. **ONLY ONE PDF document is allowed** to be attached to the message. Enter your message text and click the **Send Email** button.

Multiple PDF Attachments

If you need to give your students more than one PDF document, the best option is to add those attachments on the course offering page and then direct the students to go to their **Overview tab**, click the **View Offering** button and download the extra attachment(s) listed on the Class Offering Details page.

Text Fields and Special Characters

The text fields on this form are plain text fields, they will not accept any special characters like [smart quotes or M-Dash](#) from Microsoft Word. Please be cautious about pasting from Word or other documents into any of the text fields, doing so could cause your email message to contain odd characters such as **â ? ¢**. When using the paste command, **right click** in the field and choose **Paste as plain text**.

ADD STUDENTS TO CLASS ROSTER

There are cases when a student will need to be added to a roster or the instructor may want to control registration and setup the class after it has already been presented. In these instances, instructors can search for and add students to the roster. Click on the **Add Students to Class Roster** button - a separate page will appear where you can find and add students to the roster.

Manage Roster

Course Offering:

TEST A-454 - Basic Aviation - DO NOT REGISTER M600,Mavic

Course: A-454 Small Unmanned Aircraft System (sUAS) Add-on Course

Primary

Instructor: Bud Instructor

Location: Bahia Resort Hotel

City, State: San Diego CA

Start Date/Time: 10/3/2022 8:00:00 AM

Reg Availability: Department of the Interior, Forest Service

Begin typing in the student's name to be added

Student to be Added

Cancel

Update Roster

Click in the empty field, start typing the student's last name, as you type more letters a list of names will appear, select the name you want to add using the mouse to select it. The name will be added to the list on the right.

Student to be Added
▼

Kreutzer, David J. (Headquarters Boise, OS)
✕

Mix, Cannon J. (Headquarters Boise, OS)
✕

Stailey, Ryan W. (Headquarters Boise, OS)
✕

Update Roster
↻

Once selection of all students to add is complete, click the **Update Roster** button to return to the Manage Roster page. Students will have a status of Registered even if there is a current Wait List for this class offering. Each student added will receive an email notifying them they have been registered for the class offering.

COMPLETE CLASS ROSTER

Change the global completion date if needed.		Global Completion Date: 09/27/2022		Scoring Method: <input checked="" type="radio"/> Pass/Fail <input type="radio"/> Scored Exam		
Name	Phone	Reg Date	Completion Date	Score	Reg Status	Action
✕ Block Leader	OS OAS OAS-HQ	3/24/2022	09/27/2022	<input checked="" type="radio"/> Pass <input type="radio"/> Fail <input type="checkbox"/> No Show	Registered	Withdraw
✕ Pilot, Bud	USFS	9/26/2022	09/27/2022	<input checked="" type="radio"/> Pass <input type="radio"/> Fail <input type="checkbox"/> No Show	Registered	Withdraw
✕ Supervisor, Bud	OS OAS OAS-HQ	9/26/2022	09/27/2022	<input checked="" type="radio"/> Pass <input type="radio"/> Fail <input type="checkbox"/> No Show	Registered	Withdraw
✕ Uata, Judy	DOI	9/26/2022	09/26/2022	<input type="radio"/> Pass <input type="radio"/> Fail <input checked="" type="checkbox"/> No Show	Registered	Withdraw
✕ Student, Buddy	STATE TX			<input type="radio"/> Pass <input type="radio"/> Fail <input type="checkbox"/> No Show	OrgWait (2)	Register
✕ Student, Bud	STATE OR			<input type="radio"/> Pass <input type="radio"/> Fail <input type="checkbox"/> No Show	OrgWait (1)	Register

Click on a column header to change the sort for that column. Sort a secondary column by holding the shift key and clicking on the second column. For a large class size, it is helpful to click on the Reg Status column to sort the registered students to the top and the withdrawn students to the bottom, the student names will remain alphabetized.

GLOBAL COMPLETION DATE

The **Global Completion Date** is auto filled with the End Date of the class offering. Generally, this field does not need to be edited, however it can be changed. When making a change to this field, the **Completion Date** field on each Student's line will change to automatically to match it.

SCORING METHOD

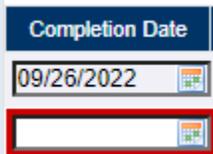
The Scoring Method is generally Pass/Fail unless the instructor presents a course that requires an exam. Selecting a Scored Exam requires every student's score to be entered on the roster. This field is also available on the Manage Course Offering page.

COMPLETION DATE

The **Completion Date** field is a **required** field and is auto filled with the End Date of the class offering.

Need to Skip Student(s)?

- If you need to skip a student on the roster, for completion later, clear the **Completion Date** field prior to submitting the roster. You will receive a warning if you do not clear the field before submitting.



- If a student was previously skipped while completing a roster, and you return to complete that student on the roster, when you click the **Submit Scores and Send Certification Notifications** button, only that student will be notified by email. All students previously completed on the roster **will not** be sent another email message.

PASS - FAIL - NO SHOW OR SCORED EXAM

Select the **Pass** radio button to reflect that a student has passed, **Fail** if they did not successfully complete the class, **No Show** if they were registered but did not attend. If you selected Scored Exam, a score between 0 and 100 or No Show is required for each student.

DELETE STUDENT

To remove a student completely from a roster, use the black x icon  to the left of the student's name. Any students removed in this manner will not be notified by email. If a student is removed by mistake, use the **Add Students to Class Roster** button to re-enroll the student.

Please Do NOT Delete "No Show" Students

Please do not delete students who are "No Shows" off the roster, mark them as "No Show". We use the "No Show" data to determine if we need to adjust how offerings are managed. This data is also used to report up to regional and national aviation managers the number of "No Show" students.

WITHDRAW STUDENT/REINSTATE STUDENT

Reg Status	Action	
Registered	Withdraw	WaitList
Withdrawn	Reinstate	

Click the **Withdraw** button in the Action column to withdraw a student from the roster. The student will receive an email notifying them they have been withdrawn from the class offering. If a student who was previously withdrawn needs to be re-registered, use the **Reinstate** button in the Action column. The student will receive an email notifying them they are again registered in the class offering.

WAIT LIST STUDENT/REGISTER STUDENT

Reg Status↕	Action
Registered	<button>Withdraw</button> <button>WaitList</button>
Waitlist (1)	<button>Register</button>

To place a student who shows as registered onto the Wait List, click the **Wait List** button. The student will receive an email notifying them they have been placed on the Wait List for the class offering. To move a student from Wait List to registered click the **Register** button in the Action column. The student will receive an email notifying them they were moved from the Wait List and now registered for the class offering.

Wait List Automatic Move to Registered

If you have Wait List students on your roster and a Registered student Withdraws from the class, the first Wait List student will automatically be set to Registered and will receive an email letting them know they were moved from Wait List to Registered in the class. Each Wait Listed student will be moved automatically **in order** and this will continue to happen automatically up until the Registration End date is reached.

ORG WAIT LIST STUDENTS

Global Completion Date: Scoring Method: Pass/Fail Scored Exam

Name	Agency	Phone	Reg Date	Completion Date	Score	Reg Status	Action
<input type="checkbox"/> Pilot, Bud	OS		2	09/27/2022	<input type="radio"/> P <input type="radio"/> F		Withdraw
<input type="checkbox"/> Supervisor, Bud	OS		2	09/27/2022	<input type="radio"/> P <input type="radio"/> F		Withdraw
<input type="checkbox"/> Uata, Judy	DOI		9/26/2022	09/26/2022	<input type="radio"/> Pass <input type="radio"/> Fail <input checked="" type="checkbox"/> No Show	Registered	Withdraw
<input type="checkbox"/> Student, Buddy	STATE TX		9/26/2022		<input type="radio"/> Pass <input type="radio"/> Fail <input type="checkbox"/> No Show	OrgWait (2)	Register
<input type="checkbox"/> Student, Bud	STATE OR		9/26/2022		<input type="radio"/> Pass <input type="radio"/> Fail <input type="checkbox"/> No Show	OrgWait (1)	Register

These 2 students are not part of the "Organizations Allowed to Register" which were set to USFS and DOI, their Orgs display as red.

Both students placed on the OrgWait list. (Instructor can move students to Registered Status)

Students identified as outside the authorized organization will show as "OrgWait" on the roster and will have a number identifying the order in which they registered for the class. These students will remain on that **Org Wait** list until an instructor manually moves them to registered status.

Many organizations in IAT do not have assigned UATAs, as a result many students may not have been accepted into their home unit. These students will be placed on the "**OrgWait**" list when they register for an offering.

If a student was accepted into an authorized organization after registering for a class the instructor will need to move that student to registered status manually, it will not happen automatically.

SUBMIT & SAVE

Once the roster is complete, click the **Submit Scores and Send Certification Notifications** button. Each student will receive an email indicating their completion status (Pass, Fail or No Show).

i Roster Changes/Additions/Corrections

If you make any corrections or additions and submit the roster again at a later date only those students who were affected will receive an email message. Instructors and Assistant Instructors will receive the email message with the link for feedback again as a result of the resubmission.

ROSTER TOTALS

Roster totals are listed on the bottom left of the Manage Roster page.

Enrollment Limit for Course:	0
Total Listed for Course:	6
Number of students enrolled:	4
Number of students w/ open registration:	4
Total number of students on waitlist:	2
Waitlist (In Org):	0
Waitlist (Not In Org):	2

You will notice the Roster totals area now includes two separate Wait Lists. One is for students who are in the authorized organization(s) allowed to register for this offering and one is for students who are not in the authorized organization. If you have set the offering to allow anyone to register you will not see those two separate Wait Lists.

DELIVERED OFFERINGS

Delivered Offerings

Action(s)	Course	Offering Name	Location	Primary/Assist	Start Date	Cancel
Manage Roster Modify Offering	A-209	A-209 - Helicopter Operations		Primary	08/31/2022	
View Roster/Offering Details	A-302	A-302 - Personal Responsibility & Liability-JULY (JS)		Assistant	07/12/2022	
View Roster/Offering Details	A-205	A-205 - Risk Management I Monday March 28 PM		Primary	03/28/2022	

The Delivered Offerings section lists all classes the instructor has taught as either Primary or Assistant instructor. Classes are sorted with newest classes on top however, each column is sortable. Click on a column header to change the sort for that column. To sort by a secondary column - hold the shift key and click on a second column. Completed class rosters are shown in **green text**. Cancelled offerings are shown in **red text**, rosters that are not completed yet are shown as **black text** and rosters that are incomplete but are no longer available for the instructor to edit are shown in **orange text**.

The **Manage Roster** button and **Modify Offering** button are available for 30 days. After 30 days the **View Roster/Offering Details** button will replace those two buttons. Any necessary changes to the class offering or class roster after 30 days will require the IAT Administrator's (IAT_Admin@ios.doi.gov) assistance, please contact them with the details of what needs to be updated or changed.

EMAIL NOTIFICATIONS FOR DELIVERED OFFERINGS

The instructor is notified 7 days prior to the 30-day expiration requesting the instructor complete the roster. After 30 days, if the roster is still incomplete, an email will be sent to the IAT Administrator. The IAT Admin will then contact the instructor requesting the sign in sheet to complete the roster and close out the class.

Old Roster Entry

If you have an old class offering (older than 30 days) that you missed getting entered into the system, please contact the IAT Administrator's (IAT_Admin@ios.doi.gov) for assistance, we are happy to help you get it entered in.

QUALIFICATIONS TAB

Instructor Home Base

Course Offerings

Qualification

Resources

Instructor Certification Requirements

INSTRUCTOR CERTIFICATION REQUIREMENTS

The top section on the Qualifications tab lists the requirements each instructor must have completed to be current as an IAT Instructor. Requirements are found in the [IAT Guide, Part 3](#).

Instructor Certification Requirements

IAT instructor certification requirements are located in the [Interagency Aviation Training Guide](#) in the section labeled: *Part 3 Interagency Aviation Training Instructor Certification*.

Requirements	Date Completed	Compliance
Successful Completion of A-220 course or Equivalency (No Recurrency)	05/29/2005	✓
Successful Completion of A-225 course (36 Month Recurrency)	12/02/2020	✓
Taught or Co-Taught a minimum of one IAT course every 36 months	04/19/2022	✓
Successful Completion of A-312 course (No Recurrency)	11/16/2021	✓
Successful Completion of A-223 course (No Recurrency)	12/06/2019	✓
Taught or Co-Taught an A-312 course every 36 months	04/19/2022	✓

- **Successful Completion of A-220 Train-The-Trainer course or Equivalency** (i.e., M-410)
- **Successful Completion of A-225 IAT Instructor Update course** (If you received your instructor qualification from an equivalency like M-410 you must take the A-225 immediately and then every 36 months thereafter)
- **Taught a minimum of one IAT course every 36 months**

Additional requirements for A-312 Water Ditching and Survival Instructors also appear in this upper requirement section. These requirements are also listed in the IAT Guide. These will only show for A-312 instructors.

- **Successful Completion of the A-312 Water Ditching and Survival course**
- **Successful Completion of the A-223 Water Ditching and Survival Train-The-Trainer course**
- **Co-Instruct a minimum of one A-312 course every 36 months**

EMAIL NOTIFICATIONS:

Instructors will receive email notifications of soon to expire requirements such as the A-225 IAT Instructor Update course, and the Water Ditching CPR, AED, and Basic First Aid certificates for A-312 instructors. These email notifications will automatically be sent out at 90, 30 and 7-day intervals prior to the expiration date.

If you have questions or need more information about these requirements, please contact the IAT Administrator (IAT_Admin@ios.doi.gov). You may also contact the [OAS Training Specialist](#) assigned to your Agency/Bureau/Region of the country.

INSTRUCTOR QUALIFICATIONS

The bottom section of the Qualification tab page lists courses you are currently qualified to teach.

Type	Course	Eval/Cert Date	Expire Date	Evaluator/Certifier	Eval/Cert
FQ	A-100 - Basic Aviation Safety	7/23/2020	N/A	Administrator	
FQ	A-200 - Mishap Review	5/5/2020	N/A	Kessler	
	A-200 Qual: Authorized to Instruct by DOI OAS Chief ASTPE or USFS RASM or USFS ATPM. Trainee Instructors may use the A-200 Facilitator's Guide	6/1/2022	6/30/2023	Raley	
FQ	A-219 - Helicopter Transport of External Cargo	4/2/2021	N/A	Administrator	
FQ	A-225 - IAT Instructor Update	2/28/2022	N/A	Instructor	
A	A-302 - Personal Responsibility & Liability	3/19/2020	N/A	Bruck	
T	A-303 - Human Factors in Aviation				

The first column in the qualification section is the Instructor **Type**, this represents a specific qualification status for a particular course:

- A = Adjunct Instructor:** From the IAT Guide:

"Adjunct Instructors may be utilized to provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor or course coordinator. Adjunct instructors must be experienced, proficient, and knowledgeable of current issues in their field of expertise. (Examples of this might include Subject Matter Experts, Contracting Officers, Solicitors, Pilot Inspectors, Maintenance Inspectors, and Accident Investigators.)"
- FQ = Fully Qualified Instructor:** Has a completed and signed successful evaluation in their records, in most cases this is the [OAS-105 Interagency Aviation Training \(IAT\) Instructor Evaluation and Certification](#) form.
- T = Trainee Instructor:** Has not been evaluated teaching the course listed; a trainee is required to teach with a Fully Qualified Instructor. Trainees may create a course offering but must list a Fully Qualified Instructor as the Primary Instructor.

The **Course** column lists courses the instructor is qualified to instruct either as a Fully Qualified, Adjunct or Trainee Instructor.

The **Eval/Cert Date** column lists the evaluation completion date. In the case of an Adjunct instructor, the approval date is shown.

The **Expire Date** column lists the qualification expiration date. This is applicable to the A-200 Mishap Review course, which requires special permission to instruct, or the A-312 Water Ditching and Survival course which has multiple certifications required, all have expiration dates such as CPR and Basic First Aid.

The **Evaluator/Certifier** column lists the specific evaluator name respective of the class the instructor taught (*signed the OAS-105 Interagency Aviation Training (IAT) Instructor Evaluation and Certification form*) or authorized teaching as an Adjunct.

The **Eval/Cert** column is the actual document attached to the instructor record, this could be an evaluation document, an authorization letter for Adjuncts or a CPR document for water ditching. If a document has expired, it is shown in grey and not clickable.

Qualification & Evaluation Notes

- If a specific course you want to instruct is not listed in your qualifications as Trainee, please contact IAT Administrator (IAT_Admin@ios.doi.gov) to have it added.
- To become Fully Qualified to teach a course, you may contact the [OAS Training Specialist](#) assigned to your area of the country for assistance with arranging an evaluation. (*Please review evaluation information in the [IAT Guide](#) (Part 3, B, 5).*)
- If an instructor was evaluated for a course listed in their qualifications but still shows as a Trainee, please forward the completed course evaluation form OAS-105 to the IAT Administrator (IAT_Admin@ios.doi.gov). The IAT Admin will process the document and update the qualification in the instructor's records.
- Any additions to instructor qualification records will not be functional until a system process runs overnight.

A-200 INSTRUCTORS

In addition to the basic requirements for all IAT Instructors, the A-200 Mishap Review course requires approval from the DOI Chief, Aviation Safety, Training & Program Evaluations or the USFS Aviation Training Program Manager. Please review the [IAT Guide](#) (Page 25) for more information.

FQ	A-200 - Mishap Review	Requires Approval Document	5/5/2020	N/A	Kessler	
	A-200 Qual: Authorized to Instruct by DOI OAS Chief ASTPE or USFS RASM or USFS ATPM. Trainee Instructors may use the A-200 Facilitator's Guide		6/1/2022	6/30/2023	Raley	

Instructors may instruct the A-200 Mishap Review course without authorization by using the [A-200 Facilitators Guide](#). They will need to have A-200 listed in their qualifications as Trainee, please contact the IAT Administrator (IAT_Admin@ios.doi.gov) for assistance.

A-312 INSTRUCTORS

The A-312 Water Ditching and Survival course has additional requirements listed in the [IAT Guide](#) (Page 18). Other certifications such as CPR, AED and Basic First Aid and a completed Trainee Task Book are all required to be a Fully Qualified A-312 instructor.

Expired First Aid, CPR or AED Documents

If any of these documents are expired, the instructor will not be able to create an A-312 class offering. Please email current copies to the IAT Administrator (IAT_Admin@ios.doi.gov) or the [OAS Training Specialist](#) assigned to the instructor's respective Agency/Bureau/Region of the country.

FQ	A-312 - Water Ditching and Survival		8/25/2022	N/A	Administrator	
	A-312 Qual: CPR Certification		8/25/2022	8/25/2025	Administrator	
	A-312 Qual: Basic First Aid Certification		8/25/2022	8/25/2025	Administrator	
	A-312 Qual: AED Certification		8/25/2022	8/25/2025	Administrator	
	A-312 Qual: Successful Completion of A-312 Instructor Trainee Task Book (No Recurrency)		8/25/2022	N/A	Administrator	

NWCG COURSES

Instructors are not required to have NWCG courses listed in their qualifications section, nor do they require an evaluation. Instructors are free to create any of the of the S or RT courses listed in IAT if their instructor requirements are kept current and they have been authorized by NWCG to instruct the course(s):

- ✓ Successful Completion of A-220 course or Equivalency
- ✓ Successful Completion of A-225 course
- ✓ Taught a minimum of one IAT course every 36 months

 **IMPORTANT**

If an instructor is missing/delinquent in any of the above 3 requirements, they will not be able to create **any** course offerings.

RESOURCES TAB

The Resources tab contains information and documents for IAT Instructors.

Instructor Home Base

Course Offerings **Qualifications** **Resources** 



Instructor Website Guide



Course Materials

COURSE MATERIALS

Course	EO Check	Last Revision Date
M3 - Aviation Management Training for Supervisors - DOI		04/2016
A-100 - Basic Aviation Safety		08/2021
A-109 - Aviation Radio Use This course is no longer offered as a classroom offering, it is only offered " Online ". There are no current course materials.		09/2021 (online)

The most current versions of all IAT courses are listed on this page with a last revision date. Course materials are offered in one single zip file or as individual files. If there are course materials you need that are not listed on this page please contact the IAT Administrator (IAT_Admin@ios.doi.gov).

Executive Order 13988

NOTICE: As part of the Department of the Interior's (DOI) implementation plan for [Executive Order 13988](#), Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation, issued on January 20, 2021 we were tasked with updating many of our documents including training course materials, as required. Courses listed that have been reviewed and updated will show an EO Revision Date of 09/2021.

INSTRUCTOR TOOLS & LINKS

Instructor Tools & Links are submitted by IAT Instructors. Instructors may email additional useful tools to share on this page to the IAT Administrator (IAT_Admin@ios.doi.gov).

INSTRUCTOR RELATED FORMS

Current forms related to IAT Instructors are listed under this section, for example, the OAS-105 Interagency Aviation Training (IAT) Instructor Evaluation and Certification form which is used to evaluate an instructor teaching an A-Course required for qualification.

SAFETY ALERTS & OTHER BULLETINS

Safety alerts, lessons learned, prevention bulletins and technical bulletin links go directly to the webpages where all alerts and bulletins are listed on the Office of Aviation Services website (<https://www.doi.gov/aviation/library>).



[Safety Alerts](#) ↗



[Lessons Learned](#) ↗



[Prevention Bulletins](#) ↗



[Tech Bulletins](#) ↗

INSTRUCTOR FREQUENTLY ASKED QUESTIONS

This section of the Instructor Resource tab contains the most asked questions by Instructors. This section is updated regularly so check it often.



Instructor Frequently Asked Questions

▶ I want to become "Fully Qualified" to teach A-219, what do I need to do?

▼ I would like to teach other/more [A-Courses](#), who do I contact?

Send an email message specifying which A courses you would like added to your instructor qualifications to IAT_Admin@ios.doi.gov.

RECENT INSTRUCTOR EMAILS

This section of the Resources tab contains email messages that have been sent out to instructors from the IAT Administrator. They are listed here to assist new instructors coming in get caught up with any changes that were made recently.



Recent Instructor Emails

 [Jul 19, 2022 - More Updates to the Class Roster page and the Student Evaluation process.](#)

 [Mar 11, 2022 - Updates to the Class Roster page and new Student Evaluation process.](#)

 [May 28, 2021 - IAT Instructors: New A-200 Facilitator's Guide Available](#)

 [Jul 20, 2020 - Instructor Updates to Qualifications & Requirements for all IAT Instructors](#)

 [Feb 07, 2020 - Instructor Updates to IAT Instructor's Qualifications tab.](#)

AVIATION SAFETY CARDS

IAT/OAS no longer prints and ships aviation safety cards. Downloadable PDF versions of the Helicopter Passenger Briefing (Yellow Card), Five Steps to a Safe Flight (Orange Card), Aviation Operations Checklist, SIX STEP Egress Procedures (Green Card) & Twelve Standard Aviation Questions (Light Blue Card) cards are now available on the [Handbooks](#) page.

IAT DESIGNATED INSTRUCTOR EVALUATOR LIST

This list contains all Designated Evaluators who are authorized to evaluate trainee instructors. Please see the [IAT Guide](#) (Part 3, B, 5) for more information.



IAT Designated Instructor Evaluator List

This list contains all Designated Evaluators who are

Reference the [IAT Guide](#):

4) Prior to an Instructor being certified as fully c

NEED ASSISTANCE?

The best way to contact our helpdesk is by using the link below to fill out and submit a request to our IAT Support Team.



[Contact the Help Desk](#)

Help Desk Hours: Monday through Friday 8:00 am - 4:00 pm Mountain Time. **Closed on Weekends and Federal Holidays.**