IAT Website Guide: Instructor Role

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

Select Role
If you have multiple roles within IAT please choose the Instructor role upon login.
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](image)

Manage My Course Offerings

Upcoming Offerings

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Course</th>
<th>Offering Name</th>
<th>Location</th>
<th>Primary/Assistant</th>
<th>Start Date</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Roster Modify Offering</td>
<td>A-305</td>
<td>A-305 - Risk Management II</td>
<td></td>
<td>Primary</td>
<td>7/21/2022</td>
<td></td>
</tr>
<tr>
<td>Manage Roster Modify Offering</td>
<td>A-311</td>
<td>A-311 - Aviation Planning</td>
<td></td>
<td>Primary</td>
<td>7/28/2022</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Manage Roster Modify Offering</td>
<td>A-311</td>
<td>A-311 - Aviation Planning</td>
<td></td>
<td>Primary</td>
<td>9/29/2022</td>
<td></td>
</tr>
</tbody>
</table>

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.
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, no courses will be available from the drop-down list.

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 many fields and information that assists students in locating and registering for your class. It contains class title, dates, times, instructors, location and special instructions for students. Please fill out this form thoughtfully taking into consideration this information is presented to the students.

Offering Title and Course

Instructor Home Base > Course Offerings > Manage Course Offering

Course Offering Details

* Denotes a required field

Offering Title * (something distinctive that will help students identify your class when searching)
A-100 - Basic Aviation Safety for Demo Org Employees

Course
A-100 - Basic Aviation Safety

Minimum Course Length: 6 Hours
The **Offering Title** field is editable and can be used to give students key information when searching for a class. Enter details, i.e., location or group of employees the class is intended for to allow students to find the specific class in a search more easily. 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.

**Note:** *When creating the course, if the wrong course is selected, it cannot be corrected on this page. Go back and choose the correct course from the Add New Offering button/drop-down list on the Course Offerings tab.*

**Sponsoring Agency/Bureau**

The Sponsoring Agency/Bureau fields are used for reporting purposes, this information assists us with tracking training trends and training requests.

### Sponsoring Agency/Bureau

<table>
<thead>
<tr>
<th>Agency/Bureau:</th>
<th>Demonstration Org</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region/Area:</td>
<td>Choose a Region</td>
</tr>
<tr>
<td>Unit:</td>
<td>must first select a region/area</td>
</tr>
</tbody>
</table>

This field is required; select the Agency/Bureau field (first drop-down) the class is being presented to/for at a minimum. Select the Region/Area (second drop-down) and the Unit (third drop-down) if you have that information available.

**Example:** A BLM employee is requested to teach a course to a group USFS employees. In that case, list USFS as the Sponsoring Agency/Bureau and the specific Region and Unit where the class is presented.
Class Date and Time

Class Date and Time

Start Date *
02/18/2022 at 08:00 AM

End Date *
02/18/2022 at 11:00 AM

Class Length *
3 Hours

Minimum Required Class Length: 2 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 *
AKT - Alaska Time (UTC -9 hours)

Open Registration Period *
Open Registration 01/10/2022 Close Registration 02/11/2022

Open & Close Registration dates must be before class start date. Class will disappear from search at 12:00 AM, the morning of the Close Registration date.

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

Class Length
This field 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 taught.

Note: Multiple Day Classes: If an instructor enters a three-day long date span for a class and enters a Start Time of 8 AM and 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 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.
Time Zone
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. Students receive an email notification upon registration that reflects their specific time zone.

Open Registration Period
The open registration period is a set of required fields and reflects dates the class is open for registration. Students can view the instructor’s class in a return from search listings between these dates. The End Date ends at 12 AM on that date, students will not see the class listed in search on the end date. (Expand the registration End Date to the following day if needed).

Delivery Method, Enrollment Limit and Scoring Method

<table>
<thead>
<tr>
<th>Delivery Method *</th>
<th>Residential Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Limit *</td>
<td>50</td>
</tr>
<tr>
<td>Scoring Method *</td>
<td>(this can be modified on the course roster page before submitting student scores) Pass/Fail</td>
</tr>
</tbody>
</table>

Delivery Method
An instructor led class is listed as Residential Classroom; classes presented via Teams, WebEx, Zoom or other online meeting software are to be listed as Webinar.

Enrollment Limit
The enrollment limit field sets the class size limit, please consider the class location and student capacity limits for the location. If presenting a webinar, smaller class sizes are easier to manage especially when teaching alone.

Tip: If you wish to control "who" signs up for your class offering, set your enrollment limit to 0 (zero). This will force all students who register to be waitlisted. The instructor can then move students from waitlist to registered on the roster page. Make sure your class offering title specifies who the class is intended for i.e., "A-100 Basic Aviation Safety (NPS YOSE Students Only)". 
Note: The nature of content and required student/instructor participation prevent 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.

Scoring Method
The Scoring Method is most often Pass/Fail unless a course requires a test such as A-110 Aviation Transportation of Hazardous Materials, which requires a 100% passing score. 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.

Note: 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

<table>
<thead>
<tr>
<th>Instructors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully Qualified Instructor (Primary)*</td>
<td></td>
</tr>
<tr>
<td>Kazmier, Amy (FQ)</td>
<td></td>
</tr>
<tr>
<td>Begin typing assistant or trainee instructor's name to select</td>
<td></td>
</tr>
<tr>
<td>Assistant or Trainee Instructors</td>
<td></td>
</tr>
<tr>
<td>Loan, Mary (T)</td>
<td></td>
</tr>
<tr>
<td>Moriarty, Blaine (FQ)</td>
<td></td>
</tr>
</tbody>
</table>

Fully Qualified Instructor (Primary) and Assistant or Trainee Instructor(s)
The Fully Qualified drop-down list shows only instructors who are current with all instructor requirements and have been successfully evaluated for the course. Trainee instructors must choose a Fully Qualified Instructor (Primary) from the drop-down list first, then enter the trainee instructor in the Assistant or Trainee Instructor(s) field. Multiple assistants can be entered, other Fully Qualified instructors and Trainees for this course are also available in this field.
Training Location

The Training location is only applicable to Residential Classroom (In Person) type classes.

City, State and Zip Code

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 Zip Code from the list and it is entered into the field. This field is required.

Training Facility Name

Begin typing to select from the list or enter a new facility name.
Immediately after selecting the City, State 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 - it will complete the remaining fields.

<table>
<thead>
<tr>
<th>City, State and Zip Code *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boise, ID 83706</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Training Facility Name *</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAS Western Regional Office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address *</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 E Mallard Dr Suite 180</td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>Phone *</th>
</tr>
</thead>
<tbody>
<tr>
<td>208-334-9310</td>
</tr>
</tbody>
</table>

If a facility is not listed, 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.

**Note:** _The designated Training Facilities address becomes a Google Maps link that is available to students on the class offering details page._
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.
### Make the location a Stored Favorite

- **Check the box labeled** Make the location a Stored Favorite to add a new location to stored favorites.

### Room Name/Number

If the class will be held in a specific room, enter that information. This field is not required.

### Comments/Directions

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

### Alternate Facility Phone

If there is an alternate facility phone number, type the number in the designated field. This field is not required.
Instructor Comments and Attached Documents

Instructor Comments

**Instructor comments about this offering (optional)**

| Bring a copy of the Student Guide with you either on paper or on an electronic device. |

Enter any instructions for your students such as items they should bring with them to class, this field is not required.

Course Documents

**A-100 Course Documents Already Associated to this Course**

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

Most IAT courses have a Student Guide that provides students with course content, may be used for note taking, and as a reference source once the course is complete. These documents are attached to the offering automatically. If there are not any documents listed, this means the course does not have a Student Guide.
Additional Attachments

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

Choose File  Map.pdf

Map.pdf

Map of training facility illustrating restrooms and exits.

Additional class materials field 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, this field is not required.

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

Note: The text fields on this 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 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

Instructor Home Base

Manage My Course Offerings

Upcoming Offerings

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Course</th>
<th>Offering Name</th>
<th>Location</th>
<th>Primary/Assist</th>
<th>Start Date</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Roster</td>
<td>Modify Offering</td>
<td>A-305 - Risk Management II</td>
<td>Primary</td>
<td>7/21/2022</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Manage Roster</td>
<td>Modify Offering</td>
<td>A-311 - Aviation Planning</td>
<td>Primary</td>
<td>7/23/2022</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

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

Cancel Offering

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Course</th>
<th>Offering Name</th>
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<td>Primary</td>
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<td></td>
</tr>
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<td>Modify Offering</td>
<td>A-305 - Risk Management II</td>
<td>Primary</td>
<td>9/22/2022</td>
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<td>Modify Offering</td>
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<td>Primary</td>
<td>9/29/2022</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

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.

Note: Please use caution when cancelling classes in the Delivered Offerings section, if the roster was completed DO NOT cancel the class, instead contact the IAT Administrator (IAT_Admin@ios.doi.gov) for assistance.
After clicking the **Manage Roster** button on the Course Offerings tab, the Manage Roster page will display for that class offering.

**Manage Roster**

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Course</th>
<th>Offering Name</th>
<th>Location</th>
<th>Primary/Assistant</th>
<th>Start Date</th>
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<td><strong>Manage Roster</strong></td>
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<td>7/21/2022</td>
<td></td>
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<tr>
<td><strong>Manage Roster</strong></td>
<td>A-311</td>
<td>A-311 - Aviation Planning</td>
<td>Primary</td>
<td>7/28/2022</td>
<td></td>
</tr>
<tr>
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<td>A-305</td>
<td>A-305 - Risk Management II</td>
<td>Primary</td>
<td>9/22/2022</td>
<td></td>
</tr>
</tbody>
</table>

**Modify Course Offering**

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

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

The 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 - noting attendance or pass/fail on the signature line. A blank version of this form is listed under the Instructor Resource tab > Instructor Related Forms.

**Note:** Please email scanned copies of your sign-in sheets to the IAT Administrator ([IAT_Admin@ios.doi.gov](mailto: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.

**Note:** 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

This 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. Keep in mind the 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 are able to send an email message to: All students, Registered students, Waitlisted 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.

**Step One: Select Students for Correspondence**

- □ All
- □ Completed
- ✓ Registered
- □ Waitlisted
- □ Withdrawn
- ✓ Pilot, Bud (N/A) - registered
- ✓ Supervisor, Bud (DEMO) - registered
- ✓ Uata, Judy (DEMO) - registered

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

<table>
<thead>
<tr>
<th>Student, Bud</th>
<th>No Org</th>
<th>555-555-5555</th>
<th>10/9/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CONT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OS</td>
<td></td>
<td>11/18/2019</td>
</tr>
</tbody>
</table>

**Step Two: Create Correspondence**

```
From: Bud Instructor
To: Bud Instructor, Bud Pilot, Judy Uata, Bud Instructor, Bud Pilot, Judy Uata;
CC: Bud Instructor, No Asst Instructor(s);
Subject: Information regarding the upcoming A-100 Basic Aviation Safety course offering
Message: *
```

The message will come from the Instructor, the students are Blind Copied, and all instructors are Carbon Copied. 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.

Note: 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.
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 have the ability to 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: A-305 - Risk Management II  
Course: A-305 Risk Management II  
Primary  
Instructor: Ryan Stailey  
Location:  
City, State:  
Start Date/Time: 7/21/2022 10:00:00 AM

![Image of Manage Roster page]

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.

![Image of Student to be Added list]

---

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 have the ability to 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: A-305 - Risk Management II  
Course: A-305 Risk Management II  
Primary  
Instructor: Ryan Stailey  
Location:  
City, State:  
Start Date/Time: 7/21/2022 10:00:00 AM

![Image of Manage Roster page]

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.

![Image of Student to be Added list]

---

IAT Website Guide: Instructor Role
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 waitlist for this class offering. Each student added will receive an email notifying them they have been registered for the class offering.

**Complete the Roster**

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, it is the End Date set from 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 match it.

**Scoring Method**

The Scoring Method is generally **Pass/Fail** unless the instructor presents a course that requires a test such as A-110 Aviation Transportation of Hazardous Materials which requires a 100% passing score. 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 auto filled with the End Date of the class offering.

**Note:** If you need to skip a student on the roster, for completion later, clear the **Completion Date** field prior to submitting the roster.
Note: 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.

**Withdraw Student/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.

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

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

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).
**Note:** 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.
**Roster Totals**

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Limit for Course</td>
<td>0</td>
</tr>
<tr>
<td>Total Listed for Course</td>
<td>3</td>
</tr>
<tr>
<td>Number of students enrolled</td>
<td>2</td>
</tr>
<tr>
<td>Number of students w/ open registration</td>
<td>2</td>
</tr>
<tr>
<td>Number of students on waitlist</td>
<td>1</td>
</tr>
</tbody>
</table>
Delivered Offerings

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 show instead. Any necessary changes to the class offering or class roster after 30 days 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 IAT Administrator. The IAT Admin will then contact the instructor requesting the sign in sheet in order to complete the roster and close out the class.
Qualifications Tab

Instructor Home Base

Instructor Certification Requirements

The top section on the Qualifications tab lists the requirements each instructor must have to be current as an IAT Instructor. Requirements are found in OPM-04 (DOI Employees) and the IAT Guide (USFS Employees, State Employees and all other agencies).

- 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 OPM-04 and the IAT Guide.

- 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
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.

<table>
<thead>
<tr>
<th>Instructor Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>FQ</td>
</tr>
<tr>
<td>FQ</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>T</td>
</tr>
</tbody>
</table>

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. They 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.

**Note**: If a specific course is not listed in your qualifications as a trainee, please contact IAT Administrator (IAT_Admin@ios.doi.gov).

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 show in grey and not clickable.

**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 Regional Aviation Safety Manager (RASM) or the USFS Aviation Training Program Manager. Please review the [IAT Guide](#) (Page 25) for more information.

<table>
<thead>
<tr>
<th>Type</th>
<th>Course</th>
<th>Eval/Cert Date</th>
<th>Expire Date</th>
<th>Evaluator/Certifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>FQ</td>
<td>A-100 - Basic Aviation Safety</td>
<td>7/23/2020</td>
<td>N/A</td>
<td>Administrator</td>
</tr>
<tr>
<td>FQ</td>
<td>A-200 - Mishap Review</td>
<td>5/5/2020</td>
<td>N/A</td>
<td>Kessler</td>
</tr>
<tr>
<td></td>
<td>A-200 Qual: Authorized to Instruct by DOI OAS Chief ASTPE or USFS RASM or USFS ATPM</td>
<td>6/1/2020</td>
<td>6/30/2021</td>
<td>Raley</td>
</tr>
</tbody>
</table>
A-312 Instructors
The A-312 Water Ditching and Survival course has additional requirements listed in the IAT Guide (Page 18) and OPM-04 (Pages 4-7). 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.

Note: If A-312 documents are expired, the instructor may 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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Course</th>
<th>Eval/Cert Date</th>
<th>Expire Date</th>
<th>Evaluator/Certifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>FQ</td>
<td>A-312 - Water Ditching and Survival</td>
<td>3/10/2017</td>
<td>N/A</td>
<td>Kreutzer</td>
</tr>
<tr>
<td></td>
<td>A-312 Qual: Successful Completion of A-312 Instructor Trainee Task Book (No Recurrency)</td>
<td>3/10/2017</td>
<td>N/A</td>
<td>Kreutzer</td>
</tr>
</tbody>
</table>

NWCG courses
Instructors are not required to have NWCG courses listed in their qualifications nor do they require an evaluation. Instructors are free to create any of the of the S or RT courses listed in IAT as long as their instructor requirements are kept current:

✓ 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.
Notes:

- Instructors will receive email notifications of soon to expire requirements such as the A-225 IAT Instructor Update course or Water Ditching CPR, AED and Basic First Aid certificates. These email notifications will automatically be sent out at 90, 30 and 7-day intervals prior to the expiration date.
- To have a specific IAT course added to the qualifications list as a trainee, please contact the IAT Administrator (IAT_Admin@ios.doi.gov).
- If an instructor was evaluated for a course listed in their qualifications but 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 process that runs each evening has completed.
- To become Fully Qualified to teach a course, the instructor may contact the OAS Training Specialist assigned to the respective area of the country for assistance with arranging an evaluation. (Please review evaluation requirements in the IAT Guide (Part 3, B, 4).)
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Last Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M3 - Aviation Management Training for Supervisors - DOI</strong></td>
<td>05/2016</td>
</tr>
<tr>
<td>A-100 - Basic Aviation Safety</td>
<td>2020</td>
</tr>
</tbody>
</table>

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).

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 which is used to evaluate an instructor teaching a course required for qualification.
Safety Alerts, Lessons Learned, Prevention Bulletins and Technical 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).

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.

Recent Instructor Emails

This section of the Resources tab contains email that have been sent out to instructors from the IAT Administrator.

Recent Instructor Emails

- **Mar 11, 2022** - Updates to the Class Roster page and new Student Evaluation process.
- **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.

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 Helpdesk

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