



INTERAGENCY AVIATION TRAINING

IAT Website Guide: Instructor Role

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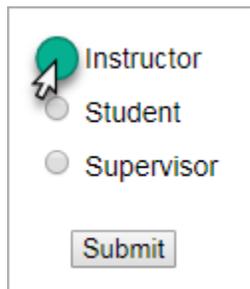
Login

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.

A form with three radio button options and a submit button. The "Instructor" option is selected, indicated by a green circle and a mouse cursor. The "Student" and "Supervisor" options are unselected, indicated by grey circles. A "Submit" button is located at the bottom of the form.

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 Offerings](#) [Qualifications](#) [Resources](#)

Manage My Course Offerings

Upcoming Offerings

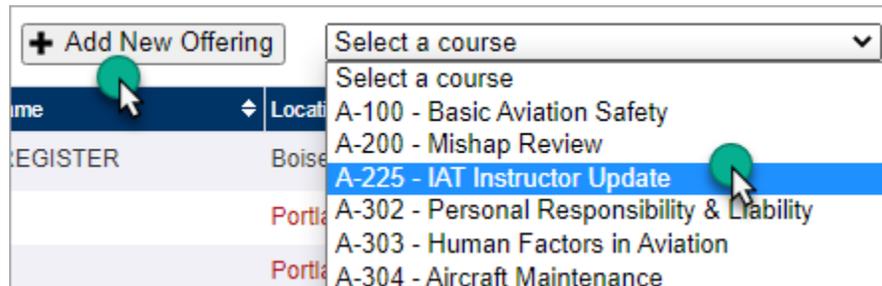
		Course	Course Offering Name	Location	Instr. Type	Start	Cancel
Manage Roster	Modify Offering	A-100	A-100 Basic Aviation Safety - Oct 2020 - Anchorage	Anchorage, AK	Primary	10/14/2020	
Manage Roster	Modify Offering	A-225	A-225 IAT Instructor Update Webinar - Oct		Primary	10/15/2020	
Manage Roster	Modify Offering	A-325R	A-325R - Water Ditching and Survival - Academic Refresher Webinar Oct		Primary	10/15/2020	

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.

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



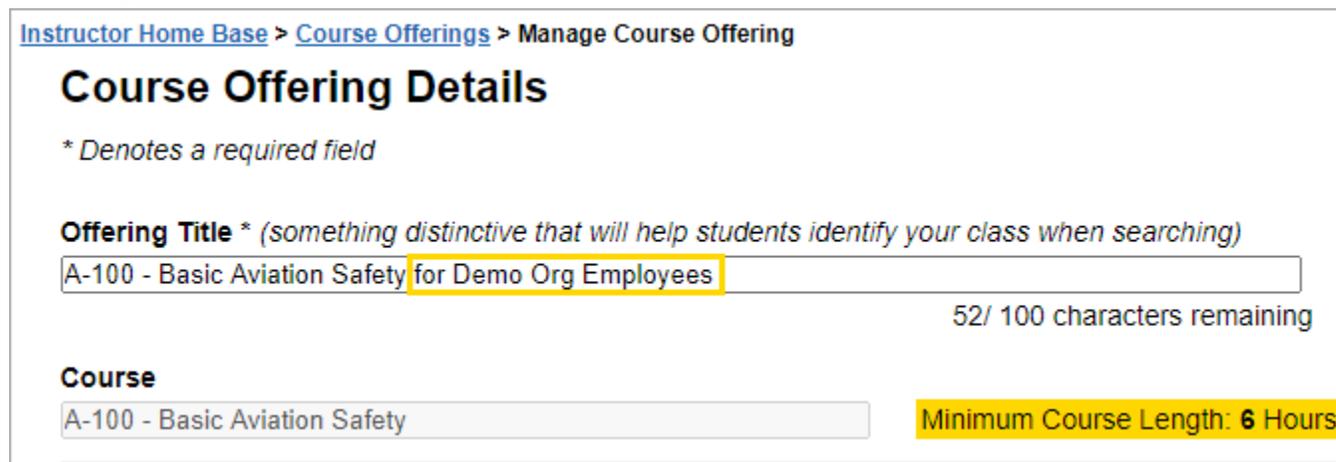
The screenshot shows a button labeled '+ Add New Offering' with a green circle and mouse cursor pointing to it. Below the button is a dropdown menu with the text 'Select a course' at the top. The menu lists several course options: 'A-100 - Basic Aviation Safety', 'A-200 - Mishap Review', 'A-225 - IAT Instructor Update' (highlighted in blue with a green circle and mouse cursor), 'A-302 - Personal Responsibility & Liability', 'A-303 - Human Factors in Aviation', and 'A-304 - Aircraft Maintenance'. To the left of the dropdown, a table header is partially visible with columns for 'Name', 'Location', and 'Portland'.

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



The screenshot shows the 'Course Offering Details' page. At the top, there is a breadcrumb trail: 'Instructor Home Base > Course Offerings > Manage Course Offering'. Below this is the title 'Course Offering Details' and a note: '* Denotes a required field'. The 'Offering Title' field is labeled '* (something distinctive that will help students identify your class when searching)' and contains the text 'A-100 - Basic Aviation Safety for Demo Org Employees'. A character count '52/ 100 characters remaining' is shown to the right of the field. The 'Course' field contains 'A-100 - Basic Aviation Safety'. A yellow highlight is present on the text '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
Agency/Bureau:
Region/Area:
Unit:

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 * 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 * *(class will disappear from search at 12:00 AM on this end date)*
Between and

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

Delivery Method *
Residential Classroom ▼
Enrollment Limit *
50
Scoring Method * <i>(this can be modified on the course roster page before submitting student scores)</i>
Pass/Fail ▼

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.

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: *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's name to select

Assistant or Trainee Instructors

Instructor, Bogus 

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

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

Training Facility Name

Training Location
 New Location Stored Favorite Location
City, State and Zip Code *
Boise, ID 83706
Training Facility Name *
Begin typing to select from the list or enter a new facility name
HQ Trophy Room (600 S. Walnut)
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 Suite 200)
OAS Western Regional Office (300 E Mallard Dr Suite 180)
Red Lion Riverside (1800 W Fairview Ave)

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.

City, State and Zip Code *

Training Facility Name *

Street Address *

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 *

[Maps Link](#)

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.*

Stored Favorite Locations

Stored Favorite Locations

You may only select one location per offering

Select	Facility Name	Address	City	State	Remove Favorite
<input type="checkbox"/>	OAS Headquarters	300 E Mallard Dr Suite 200	Boise	ID	Remove
<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.

Make the location a Stored Favorite

<input checked="" type="checkbox"/> Make the location a Stored Favorite
Room Name/Number Conference Room
Comments/Directions Come inside and check in at reception desk.
Alternate Facility Phone ### ##-####

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)

Map.pdf

Map.pdf

Map of training facility illustrating restrooms and exits.

58/ 500

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 

Course Offerings **Qualifications** Resources Change Role

Manage My Course Offerings

Upcoming Offerings + Add New Offering

	Course	Course Offering Name	Location	Instr. Type	Start	Cancel
Manage Roster Modify Offering	A-100	A-100 - Basic Aviation Safety for Demo Employees	Boise, ID	Primary	8/20/2020	

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 in order to save the changes.

Cancel Offering

	Course	Course Offering Name	Location	Instr. Type	Start	Cancel
Manage Roster Modify Offering	A-100	A-100 - Basic Aviation Safety for Demo Employees	Boise, ID	Primary	8/20/2020	
Manage Roster Modify Offering	A-100	TEST DO NOT REGISTER	Boise, ID	Primary	9/28/2020	

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.

Manage Roster

	Course	Course Offering Name	Location	Instr. Type	Start	Cancel
Manage Roster 	A-100	A-100 - Basic Aviation Safety for Demo Employees	Boise, ID	Primary	8/20/2020	
Manage Roster	A-100	TEST DO NOT REGISTER	Boise, ID	Primary	9/28/2020	

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

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

Manage Roster

A-100 - Basic Aviation Safety for Demo Employees

Course: A-100 Basic Aviation Safety
FQ Instructor: Bud Instructor
Location: OAS Western Regional Office
City, State: Boise ID
Start Date/Time: 8/20/2020 08:00

[Modify Course Offering](#)

 [Print Class Roster](#)

 [Print Course Evaluation Form](#)

[Correspond with students](#)

[Add Students to Class Roster](#)

Modify Course Offering

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

 [Modify Course Offering](#)

 [Print Class Roster](#)

 [Print Course Evaluation Form](#)

[Correspond with students](#)

[Add Students to Class Roster](#)

Print Class Roster

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

U.S. Department of the Interior Aviation Course Presentation Record					
Course Code & Title : A-100 - A-100 - Basic Aviation Safety for Demo Employees					
Class Start - End Date/Time : August 29, 2020 09:00 AM thru August 29, 2020 03:00 PM		Class Hours : 7			
City/State : Boise, ID	Class Location : OAS Western Regional Office		Room : Conference Room		
Instructor 1 : Instructor	Bureau : Demo Sub Unit 3		Phone : 208-433-6848		
Instructor 2 :	Bureau :		Phone :		
Instructor 3 :	Bureau :		Phone :		
#	NAME (PLEASE PRINT)	BUREAU	PHONE	EMAIL	SIGNATURE
1	Pilot, Bud				
2	Supervisor, Bud	DEMO			
3	Ueta, Judy	DEMO			
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

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.

Note: Please email scanned copies of your 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

OAS-111 022013
Interagency Aviation Training Course Evaluation Form

Course Code: A-100 / A-101 - Basic Aviation Safety for Doms Employees
 Date: August 26, 2020 Thank you for taking the time to complete this evaluation. Course evaluations are used to continuously improve activities and monitor instructor effectiveness.

Please circle the bubble

1. How well did you know the course material before beginning the course? Not well at all (1) (2) (3) (4) (5) Very well (5)

2. How much more did you learn about the course topic? Nothing at all (1) (2) (3) (4) (5) A lot (5)

3. How often do you expect to apply this knowledge in the next 60 days? Not at all (1) (2) (3) (4) (5) A lot (5)

4. How you had any previous training in the course topic? (1) (2)

Please indicate whether you agree (check) or disagree ("Dis") and if necessary "Disagree" in each of the following items.

Registration Process (1) (2) (3) (4) (5)

Participant Guide (Handouts, materials, etc) (1) (2) (3) (4) (5)

Quality of visual aids (PPT, video, etc) (1) (2) (3) (4) (5)

Appropriateness of Course Objectives (1) (2) (3) (4) (5)

Balance of course for your job duties (1) (2) (3) (4) (5)

Overall effectiveness of instructor (1) (2) (3) (4) (5)

Classroom physical environment (Seating, light, etc) (1) (2) (3) (4) (5)

Convenience of location (1) (2) (3) (4) (5)

Please evaluate your Instructor(s)

Instructor #1 Name: Real Instructor Poor Excellent

Knowledge of subject matter (1) (2) (3) (4) (5)

Use of helpful examples and references (1) (2) (3) (4) (5)

Opportunity to ask instructor questions (1) (2) (3) (4) (5)

Instructor responsiveness to questions (1) (2) (3) (4) (5)

Instructor #2 Name: Poor Excellent

Knowledge of subject matter (1) (2) (3) (4) (5)

Use of helpful examples and references (1) (2) (3) (4) (5)

Opportunity to ask instructor questions (1) (2) (3) (4) (5)

Instructor responsiveness to questions (1) (2) (3) (4) (5)

Continue on back

Class ID: 18602

OAS-111 022013

Instructor #1 Name: Poor Excellent

Knowledge of subject matter (1) (2) (3) (4) (5)

Use of helpful examples and references (1) (2) (3) (4) (5)

Opportunity to ask instructor questions (1) (2) (3) (4) (5)

Instructor responsiveness to questions (1) (2) (3) (4) (5)

Instructor #2 Name: Poor Excellent

Knowledge of subject matter (1) (2) (3) (4) (5)

Use of helpful examples and references (1) (2) (3) (4) (5)

Opportunity to ask instructor questions (1) (2) (3) (4) (5)

Instructor responsiveness to questions (1) (2) (3) (4) (5)

Instructor #3 Name: Poor Excellent

Knowledge of subject matter (1) (2) (3) (4) (5)

Use of helpful examples and references (1) (2) (3) (4) (5)

Opportunity to ask instructor questions (1) (2) (3) (4) (5)

Instructor responsiveness to questions (1) (2) (3) (4) (5)

Class ID: 18602

What parts of the course did you find most helpful? (Optional)

What recommendations do you have for improving the course? (Optional)

Use the **Print Course Evaluation Form** link to print PDF evaluation forms (OAS-111 Interagency Aviation Training Course Evaluation Form) for students. Double check the class information and instructors listed on the form are correct. If corrections are needed, go back to the roster and click on the **Modify Course Offering** button, make changes then return to print the PDF evaluation form. Make sure to print enough copies for all students plus a few extras.

Note: Printed evaluation forms are specific to Residential Classroom (In Person) classes. If you plan to teach a webinar please contact the IAT Administrator (IAT_Admin@ios.doi.gov) for a link to provide to your webinar students for an electronic evaluation.

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.

Step Two: Create Correspondence

From: Bud Instructor (Carbon Copied)

To: Bud Instructor;Bud Pilot;Judy Uata;Bud Instructor;Bud Pilot;Bud Supervisor;Judy Uata;

CC: Bud Instructor;No Asst Instructor(s);

 Add Attachment (PDF Only)

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-100 - Basic Aviation Safety for Demo Employees
Course: A-100 Basic Aviation Safety
Primary
Instructor: Bud Instructor
Location: OAS Western Regional Office
City, State: Boise ID
Start Date/Time: 8/21/2020 8:00:00 AM

Stailey, Ryan W (Headquarters Boise, OS)

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

Kazmier, Amy S. (Headquarters Boise, OS)	<input type="checkbox"/>
Kreutzer, David J. (Headquarters Boise, OS)	<input type="checkbox"/>
Mix, Cannon J. (Headquarters Boise, OS)	<input type="checkbox"/>
Stailey, Ryan W. (Headquarters Boise, OS)	<input type="checkbox"/>

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 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

		Global Completion Date: 08/24/2020		Scoring Method: <input checked="" type="radio"/> Pass/Fail <input type="radio"/> Scored Exam			
Name	Agency	Phone	Reg Date	Completion Date	Score	Reg Status	Action
<input checked="" type="checkbox"/> Pilot, Bud		208-433-5049	8/21/2020	<input type="text"/>	<input type="radio"/> Pass <input type="radio"/> Fail <input type="checkbox"/> No Show	Registered	<input type="button" value="Withdraw"/> <input type="button" value="WaitList"/>
<input checked="" type="checkbox"/> Supervisor, Bud	DEMO	208-433-5049	8/21/2020	<input type="text"/>	<input type="radio"/> Pass <input type="radio"/> Fail <input type="checkbox"/> No Show	Registered	<input type="button" value="Withdraw"/> <input type="button" value="WaitList"/>
<input checked="" type="checkbox"/> Uata, Judy	DEMO	208-555-5556	8/21/2020	<input type="text"/>	<input type="radio"/> Pass <input type="radio"/> Fail <input type="checkbox"/> No Show	Registered	<input type="button" value="Withdraw"/> <input type="button" value="WaitList"/>

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.

Enrollment Limit for Course:	0
Total Listed for Course:	3
Number of students enrolled:	2
Number of students w/ open registration:	2
Number of students on waitlist:	1

Evaluation Form Links

Evaluation links are located on the bottom right of the Manage Roster page. The [OAS-113 IAT Summary Course Feedback Form \(Part A\)](#) is an online form that instructors may use to summarize feedback received from the OAS-111 forms the students filled out. The [OAS-113 IAT Instructor Course Feedback Form \(Part B\)](#) is used to summarize any feedback the Instructor has on the course, course materials, etc. All feedback we receive is used to improve IAT courses, the data is summarized and used as part of our course revision process.

Delivered Offerings

		Course	Course Offering Name	Location	Instr. Type	Start	Cancel
View Details		A-100	A-100 Basic Aviation Safety - Sept 2020 - Anchorage	Anchorage, AK	Primary	09/01/2020	
Manage Roster	Modify Offering	SH-E	Short-Haul Operational Krusemark SAR	Mammoth, WY	Primary	08/09/2020	
Manage Roster	Modify Offering	A-219	A-219 - Helicopter Transport of External Cargo	Talkeetna, AK	Assistant	07/30/2020	
Manage Roster	Modify Offering	S-271	S-271 - Helicopter Crewmember - Talkeetna AK	Talkeetna, AK	Primary	07/28/2020	

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**, incomplete rosters are shown as **black text**.

The **Manage Roster** button and **Modify Offering** button are available for 90 days. After 90 days the **View Details** button will show instead. Any necessary changes to the class offering or class roster after 90 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 90-day expiration requesting the instructor complete the roster. After 90 days, if the roster is still incomplete, an email will be sent to IAT Administrator. 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 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).

Requirements	Date Completed	Compliance
Successful Completion of A-220 course or Equivalency (No Recurrency)	11/08/2019	✓
Taught a minimum of one IAT course every 36 months	05/27/2020	✓
Successful Completion of A-312 course (No Recurrency)	04/06/2017	✓
Successful Completion of A-223 course (No Recurrency)	03/23/2017	✓
Taught or Co-Taught an A-312 course every 36 months	04/05/2019	✓

- **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.

Instructor Qualifications					
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	6/1/2020	6/30/2021	Raley	
T	A-225 - IAT Instructor Update				

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.

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	6/1/2020	6/30/2021	Raley	

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.

Type	Course	Eval/Cert Date	Expire Date	Evaluator/Certifier	Eval/Cert
FQ	A-312 - Water Ditching and Survival	3/10/2017	N/A	Kreutzer	
	A-312 Qual: CPR Certification	6/11/2019	6/11/2021	Mix	
	A-312 Qual: Basic First Aid Certification	6/11/2019	6/11/2021	Mix	
	A-312 Qual: AED Certification	6/11/2019	6/11/2021	Mix	
	A-312 Qual: Successful Completion of A-312 Instructor Trainee Task Book (No Recurrency)	3/10/2017	N/A	Kreutzer	

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.
- 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.



Course Materials

Course	Last Revision Date
M3 - Aviation Management Training for Supervisors - DOI	05/2016
A-100 - Basic Aviation Safety	2020

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).

Creative Training Techniques and Bookmarks/Favorites

Creative training techniques and bookmarks/favorites 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).

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>).

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.

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. However please note most of these are blank and intended for printing only. Pre-filled and electronic versions of these forms are listed on the [class roster](#) page.

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.**