

# Time Unit Leader Trainee (TIME Trainee)

Name: \_\_\_\_\_ Home Agency: \_\_\_\_\_

Requesting Review by the Qualification Committee on: \_\_\_\_\_  
(DATE)

Current Qualification as a Personnel Time Recorder (PTRC) is required to initiate a TIME Task book.

- PTRC qualification was certified on: \_\_\_\_\_  
(MM/YY)

## SUBMIT THE FOLLOWING DOCUMENTATION:

### Training Certificates:

- ICS-100 Introduction to ICS
- ICS-200 ICS for Single Resources and Initial Action Incidents
- IS-700 NIMS: An Introduction

### Fire Experience:

- Fire Experience Logs through the end of last year

### Position Task Book:

- TIME Task Book Cover Sheet Issued by your Home Agency. If approved, the initiation date for your task book will be the date of the committee meeting.

- Upload the required documents in IQS or send by email to: [AzRedCards@dffm.az.gov](mailto:AzRedCards@dffm.az.gov)

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Send an email to [AzRedCards@dffm.az.gov](mailto:AzRedCards@dffm.az.gov) to have your name added to the agenda for the State Committee Meeting. The deadline is posted in the Local News section on the IQSweb login page. Attach your documents in IQS or email them with your request.