New Agent and Specialist Training

This list is related to onboarding training applicable to all Agents, Specialists,
and Program Specialists unless an exclusion is noted.
Additional subject matter (ANR, FCH, 4-H, etc.) training will also be assigned.

NEW EMPLOYEE HR TRAINING (Required for All New Employees):

- o To be completed within 30 days of hire*
- o Login to Single Sign On (SSO) https://sso.tamus.edu and select TrainTraq
- o Course list
  - Child Protection Training (assigned by job type – *to be completed within 5 days of hire*)
  - Creating a Discrimination-Free Workplace
  - Ethics
  - Information Security Awareness
  - Orientation to the Texas A&M System
  - Reporting Fraud, Waste and Abuse
  - Required Emergency Alert System Notification

ONBOARDING TRAINING (to be completed during first 90-days in headquarters, after First Step):

- o Login to Single Sign On (SSO) https://sso.tamus.edu and select TrainTraq
- o Click the Course Catalog tab and search for the following courses:
  - Unit 1 – Program Development (Course #2114111)
  - Unit 2 – Effectiveness as an Educator (Course #2114112)
  - Unit 3 – Office Management and Professionalism (Course #2114114)
  - Unit 4 – Working with People (Course #2114113)
  - Unit 5 – Working with Media (Course #2114115)

EMERGENCY MANAGEMENT TRAINING MODULES

- o Agents - Please refer to **Texas A&M AgriLife Extension Service County Extension Agent Online Emergency Management Training Modules** handout for complete instructions and a list of training.
- o Specialists – Please refer to **Texas A&M AgriLife Extension Service County Specialist and Program Specialist Online Emergency Management Training Modules** handout for complete instructions and a list of training.

04/19/2022

Completion of each of the listed courses below are required for all AgriLife Extension Agents.

Online:

AgriLife Extension EM 101 & EM 102 – WebEx trainings on Texas Extension Disaster Education Network, located at https://texashelp.tamu.edu

EM 101 CEA PREPAREDNESS AND MITIGATION

1) Click the "FOR EXTENSION EMPLOYEES" link near the top of the main page on the righthand side
2) Enter 77843 as the password
3) Under welcome scroll down to the "Courses, Learning Opportunities and Workshops" hot link and click on it
4) Prior to completing EM101 please review "Basics-Roles & Responsibilities Overview & Acronyms List" on Employee Login at TexasHelp.tamu.edu under the "Courses, Learning opportunities & Workshops…. Heading"
5) Complete EM 101 webinar by clicking on the EM 101 – Preparedness and Mitigation: Roles and Responsibilities of CEAs link.

EM 102 CEA ALL HAZARDS RESPONSE AND RECOVERY

1) Prior to taking EM102 review EM102 Handbook available on the Employee Login at TexasHelp.tamu.edu (The link to this handbook can be found by clinking on the "Courses, Learning Opportunities and Workshops" link below the Welcome heading followed by clicking on the "EM 102 – All Hazards Response and Recovery Handbook" link).
2) AgriLife Extension EM 102 is located on the TrainTraq website through sso.tamu.edu. Once you are in TrainTraq, follow these steps to access the course. Click on the "Course Catalog" tag on the top header on the left-hand side. Enter EM 102 in the Course Name block and enter the enter key. To begin the course, click on the "2113462: EM102:CEA ALL HAZARDS RESPONSE AND RECOVERY EXERCISE" link and then hit the blue "Start Course" button.

FEMA ICS and NIMS COURSES (independent study)

Note: Taking FEMA courses/exams requires obtaining a Student Identification number. To secure a FEMA Student ID number, go to https://training.fema.gov/apply/#HowToIS and follow the outlined steps to secure your student identification number. Secure your Student ID number before attempting to take any FEMA on-line or face-to-face course or exam.

FEMA Incident Command Training Modules for IS-100.C, 200.C, 700.B & 800.C are provided online by the FEMA Emergency Management Institute

1. https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c to access IS-100.C:Introduction to the Incident Command System, ICS 100 course
2. Next under the TAKE THIS COURSE heading on the righthand side of the page click on the Interactive Web Based Course link.
3. To start the course, click on the Go button located on near the center of the top of the page to begin Lesson 1
4. https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c to access IS-200.C – Basic Incident Command System for Initial Response and follow same steps above to access the course.
5. https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b to access IS-700.B – National Incident Management System (NIMS), An Introduction and follow steps above to access the course.
6. https://training.fema.gov/is/courseoverview.aspx?code=IS-800.c to access IS-800.C – National Response Framework, An Introduction and follow steps above to access the course.

FEMA IS 29 Public Information Awareness

1) Go to https://training.fema.gov/is/courseoverview.aspx?code=IS-29
2) On righthand side of course page under "Take This Course" box, click on Interactive Web Based Course to take the course

Be sure to take the exam at the completion of each module to earn your certificate of completion for the course.

Maintaining Completed Certificates: Keep PDF copies of all your completed certificates and also upload all certificates to your personal transcript on http://preparingtexas.org . Once on the preparingtexas.org site, click on the "Create Account" link at top left-hand side of page. Next click on the "View My Transcripts" on the top righthand side of the page. Then look under the **My Transcript** Heading on the left-hand side of the page and click on "Add Additional Certificates To Your Transcript." Follow instructions to load each of your certificates of completion. **These completion certificates should also be forwarded to your District Office Manager to add to your official transcript in TrainTraq.**

Completion of each of the listed online courses below are required for all AgriLife Extension Specialists, and Program Specialists:

FEMA ICS and NIMS COURSES (independent study)

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FEMA Incident Command Training Modules for IS-100.C, 200.C, 700.B & 800.C are provided online by the FEMA Emergency Management Institute

1. https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c to access IS-100.C:Introduction to the Incident Command System, ICS 100 course
2. Next under the TAKE THIS COURSE heading on the righthand side of the page click on the Interactive Web Based Course link.
3. To start the course, click on the Go button located on near the center of the top of the page to begin Lesson 1.
4. https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c to access IS-200.C – Basic Incident Command System for Initial Response and follow same steps above to access the course.
5. https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b to access IS-700.B – National Incident Management System (NIMS), An Introduction and follow steps above to access the course.
6. https://training.fema.gov/is/courseoverview.aspx?code=IS-800.c to access IS-800.C – National Response Framework, An Introduction and follow steps above to access the course.

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