Program of Instruction
Course Syllabus

Course Title: S-248 - Status/ Check-In Recorder

Course Duration: 16 hours

Program: Wildland

Course Prerequisites: None

Course Description: This 2-day course is designed to introduce students to the tools and techniques used to perform the job of Status/ Check-In Recorder. It also offers a glimpse into a day in the life of the SCKN.

Course Requirements and/or Recommendations: These can be divided into three categories: those completed prior to arriving in class (Pre-Course Work), those completed during class, such as homework assignments and quizzes (Course Work), and requirements completed after class but prior to receiving a certificate of completion. (Post-Course Work)

Summary of Directions
>Pre-Course Work**: N/A**
>Course Work: Attend all of the classes, participate in the exercises, and correctly answer 70% of the final open book written exam.
>Post-Course Work: **N/A**

Course Policies:

Attendance Policy: IFSI requires students to attend (100%) or make up all course content that leads to certification. Students are expected to attend on time and to remain in class for the duration of the course. Students MUST COMPLETE all portions of a certification course, both classroom and practical, to be eligible to receive their certification.

If a student misses any portion of class with an accumulated absence of 20% or less of scheduled class time, it will be the student's responsibility to arrange the make-up of the missed course content with the instructor(s) or program manager. The student must make up the specific course content that s/he missed, not just the hours. Make-ups are limited to 20% of scheduled class time. Make-ups must be documented on the class roster. If a student's absence is greater than 20% refer to "True Emergences" section of the IFSI Examination Policy.

Safety Policy: Students shall understand and follow all instructions pertaining to operational safety, as stated by instructors or as written in course materials. Instructors and students shall be mindful of safety at all times. Conduct judged to be unsafe shall be grounds for dismissal from the course.

Academic Integrity Policy: IFSI has the responsibility for maintaining academic integrity so as to protect the quality of the education provided through its courses, and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any violation of the code of conduct is grounds for immediate dismissal from the course.

Grading Policy: Decisions regarding certificates of course completion shall be made solely by the lead instructor of the course. All grading of exams shall be conducted by the Curriculum/Testing Office. All grading of practical exercises shall be based upon the standards set by the regulatory agency referenced in the course material and IFSI.

American Disabilities Act: As guaranteed in the Vocational Rehabilitation Act and in the American Disabilities Act, if any student needs special accommodations they are to notify their instructor and provide documentation as soon as possible so arrangements can be made to provide for the student's needs. If arrangements cannot be made at the class site, the student will test at an alternative time and place where the special accommodations can be made.

Evaluation Strategy:
NWCG has a specific 21 question open-book exam that is required to be taken.

Course Content:

Unit 0
Title: Introduction
Terminal Learning Objectives: The student will be able to describe the intent/ focus of the course.

Unit 1
Title: Status/ Check-In Recorder Position Overview
Terminal Learning Objectives: The student will be able to explain the roles, responsibilities and qualifications of the Status/ Check-In Recorder.

Unit 2
Title: Mobilization Process
Terminal Learning Objectives: The student will be able to properly prepare and mobilize.

Unit 3
Title: Arrival at an Incident
Terminal Learning Objectives: The student will be able to explain how to properly arrive at an incident and setup check-in stations.

Unit 4
Title: Required Check-in Information
Terminal Learning Objectives: The student will be able conduct a proper check-in interview.

Unit 5
Title: Processing the Resource Information
Terminal Learning Objectives: The student will be able to properly use ICS-219 resource status cards.

Unit 6
Title: Information Management (Output)
Terminal Learning Objectives: The student will be able to develop reports from the resource data.

Unit 7
Title: Information Exchange
Terminal Learning Objectives: What and how to display resource information properly.

Unit 8
Title: Planning, Preparation, and Demobilization of Resources
Terminal Learning Objectives: The student will be able to describe the tasks of the Status/ Check-In Recorder before, during and after the demobilization process occurs.

Textbook:
NWCG Status/ Check-In Recorder Student Manual, NFES 2835.
NWCG Status/ Check-In Recorder Student Reference CD, Feb. 2006, NFES 2836
FEMA / DHS National Incident Management System, Emergency Responder Field Operations Guide (FOG) October 2012

Reference List:

NWCG Field Manager's Course Guide, PMS 901-1
NWCG Course Coordinator's Guide, PMS 907
NWCG Status/ Check-In Recorder Position Task Book, PMS 311-32

Course Schedule

DAY ONE

Event	Duration
Module Unit 0 -- Introduction	½ hour
Module Unit 1 – SCKN Position Overview	1 hour
Module Unit 2 – Mobilization Process	1 hour
Module Unit 3 – Arrival at the Incident – Locating, Organizing, and Maintaining a check-in Station	1 hour
Lunch	
Module Unit 4 – Required Check-in Information	1 ½ hours
Module Unit 5 – Processing the Information	
Lesson 5A – Paper-Based Process	1 hour
Lesson 5B – Digital-Based Process	1 hour

DAY TWO

Event	Duration
Module Unit 6 – Information Management (Output)	4 hours
Lunch	
Module Unit 7 – Information Exchange	1 hour
Module Unit 8 – Planning, Preparing, and Demobilization of Resources	1 hour
Module Unit 12 – Planning Process	1 hour
Final Examination (Open Book)	1 hour
Final Wrap up and Course Close out	1 hour