

How is my training identified?

Through a process called Individual Training Needs Assessment, or ITNA. This is a list of questions. Answering “yes” identifies required training and possibly medical surveillance too. This is completed by your ITNA Contact. For employees that is your immediate supervisor. The training you need and the training you have completed is shown on your [Training Summary](#).
[Joel Kofron](#) [Dave Baird Jr.](#)

Why does my training say “Inactive”?

It’s a function of the answers to ITNA questions. Some training is only needed once. When you complete the training the status on your Training Summary displays COMPLETE. If the particular training needs to be repeated there will also be a due date listed. If your ITNA Contact determines you no longer need this training (unchecks the question) the status will show “Inactive”. The date the training was completed still shows, but the training is no longer required.
[Joel Kofron](#) [Dave Baird Jr.](#)

How do I know my training is coming due?

If, your ITNA Contact has performed your ITNA and additional training has been identified, the status for these new courses will be “New Requirement” for 90 days. If the training is not completed by this date the status will change to “PAST DUE”. Each weekend the TRAIN system sends out emails listing your training that is either due in the next 30 days or PAST DUE, IF there are open seats in a scheduled session OR the training can be done online. Your ITNA Contact will also get an email once your training is PAST DUE. So don’t try to hoodwink the boss. They already know if you’re up to date on your training.
[Joel Kofron](#) [Dave Baird Jr.](#)

What if the training I need isn’t scheduled or all the classes are filled?

If training you need is not scheduled you can request it. The Training Enrollment page (http://www-esh.fnal.gov/pls/default/class_sched.html) has a link in the top right of the page for unscheduled courses. Completing this request will place you on the waiting list for the course. The next session that is scheduled in TRAIN you will be automatically enrolled.

If class sessions are scheduled but are FULL you can put yourself on the waiting list for that session by using the “WAITING LIST” link found at the class posting. As openings arise they are filled chronologically from the waiting list.
[Joel Kofron](#) [Dave Baird Jr.](#)

How do I drop a class I am enrolled in?

If you would like to attend another session of the same training that is already scheduled simply enroll online in the new session. The system will prompt you asking if you want to drop the previous enrollment. When you confirm this TRAIN automatically switches your enrollment from the initial class session to your new choice.

If there are no other sessions with open seats currently scheduled, or you simply want to drop your enrollment, go to the TRAIN Class Schedule page

(http://www-esh.fnal.gov/pls/default/class_sched.html) enter your I.D. number and submit. On the next page, where all the courses available are listed, select the “Drop a Class” button near the top right of the page. The next page shows all the class sessions in which you are currently enrolled. Check the box for each session you wish to drop and confirm. Your name is then removed from the roster. [Joel Kofron](#) [Dave Baird Jr.](#)

What training does a visitor need if they are here for less than 30 days?

An ITNA needs to be performed for the individual. The 2nd question on the ITNA is “Is this person a visitor or user currently working (or soon to be working) on-site?” On the subsequent page you will get the question “Will the individual will be on site for more than 30 days in a calendar year? (This does not need to be 30 consecutive days)”. If the person is NOT on site for 30 days do not check this question. The training courses associated with New Employee Orientation will NOT be required.

You will still need to read through and perform the ITNA. Questions address GERT, Sexual Harassment, specific experiment training, computer training, etc. that may pertain to an individual. [Joel Kofron](#) [Dave Baird Jr.](#)

How do I get fire extinguisher training?

Fire extinguisher training is provided by the Fire Department for employees who may have an occasion to use a fire extinguisher. Your supervisor will determine if this training is required and you can enroll online. [Charles Kuhn](#)

How do I get Air Pak training?

If you are required to use an air pak you can get annual training from the fire department. You must be ODH qualified by the medical office and pass a respirator fit test administered by your ES&H group. You can take the one hour class at the fire department. The class will not be given to those who need glasses or with facial hair, both of which can cause leaks. [Charles Kuhn](#)

For what period is radiological training valid?

General Employee Radiological Training (GERT), Radiological Worker training (RW), radioactive source training, and Material Move Request Form (MMR) training must be completed every 2 years. The training expires at the end of the calendar month in which the previous training was received. For example, if one were trained on April 1, that person's training will expire on April 30, 2 years later. [Joel Kofron](#) [J. Donald Cossairt](#)

Are examinations required for radiological training?

Proficiency in all radiological training must be verified by examination.
[Joel Kofron](#) [J. Donald Cossairt](#)

Who needs to have General Employee Radiological Training (GERT)?

All employees and contract employees who work on-site at Fermilab. Also all visitors/users that will be on-site for more than 30 days in a calendar year. In addition, all individuals who enter areas posted as Controlled Areas but do not work with radioactive materials, including radioactive sources. Those who receive Radiological Worker training do not need to complete GERT. [Joel Kofron](#) [J. Donald Cossairt](#)

Who needs to have Radiological Worker Training (RW)?

This course is required for all who will work with radioactive materials, including radioactive sources, anywhere (even in Controlled Areas), or who will enter areas posted as Radiation Areas, High Radiation Areas, or Contamination Areas. [Joel Kofron](#) [J. Donald Cossairt](#)

May people still take challenge examinations for RW?

Yes. However, to fully complete the course and be fully authorized as a radiological worker, the practical factors portion must be completed "in person." This challenge examination may be attempted only once. If this attempt fails, the student is required to take the entire class.
[Joel Kofron](#) [J. Donald Cossairt](#)

Who needs radioactive source training?

Individuals who will be working with radioactive sources need to have specialized radioactive source training after they have completed Radiological Worker Training. This training is needed to assure that our source users have a full understanding of their responsibilities as a source user. The course builds upon the general information about ionizing radiation provided in Rad Worker. [Joel Kofron](#) [J. Donald Cossairt](#)

Who needs material move request survey training?

This course is required by those individuals whom divisions and sections wish to be authorized to perform the radiation surveys required by the Material Move Request Form (MMR) when there is a need to determine if an item is radioactive. This course requires RW as a prerequisite as it uses concepts presented in that class concerning how to deal with radioactive materials, if they are found in the survey. [Joel Kofron](#) [J. Donald Cossairt](#)

Will Controlled Access training remain a separate course?

Yes. Controlled Access Training requires Radiological Worker Training as a prerequisite. [Joel Kofron](#) [J. Donald Cossairt](#)

Who is required to perform an Individual Training Needs Assessment (ITNA) for you?

Your immediate supervisor if you are an employee or contractor; or your Fermilab contact if you are a visitor or user is required to perform your ITNA every 12 months. [Joel Kofron](#) [Dave Baird Jr.](#)

Do On-Call Employees need an ITNA?

Yes, On-Calls need an ITNA. This should be performed by their immediate supervisor (i.e. supervisor in the D/S/C where they are actually working. If you are concerned about their past due training counting against your completion numbers, you can update their ITNA to show they are not here at the lab. Of course when they return to work, you will need to re-do the ITNA to identify needing training. More information is available on [Doc DB](#). [Joel Kofron](#) [Dave Baird Jr.](#)

