Training Frequently Asked Questions

How is my training identified?

Your training is identified through a process called *Individual Training Needs Assessment*, or *ITNA*. This is a series of questions. Answering "yes" identifies required training and possibly medical surveillance as well. 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.
Contact the following with any questions: Joel Kofron   Dave Baird Jr.   Nicole Gee

Why does my training status read "Inactive"?

Your training status is listed as "inactive' as a result of the answers to your 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.
Contact the following with any questions: Joel Kofron   Dave Baird Jr.   Nicole Gee

How do I know when my training is coming due?

If your ITNA Contact has performed your ITNA and additional training has been identified, the status for the 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." If there are open seats in a scheduled session, or if the training can be done online, the TRAIN system sends out emails on the weekend listing your training that is either due in the next 30 days or PAST DUE. Your ITNA Contact will also get an email once your training is PAST DUE.
Contact the following with any questions: Joel Kofron   Dave Baird Jr.   Nicole Gee

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. You will be automatically enrolled in the next session that is scheduled in TRAIN.

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.
Contact the following with any questions: Joel Kofron   Dave Baird Jr.   Nicole Gee

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 for the new session. The system will ask 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.
Contact the following with any questions: Joel Kofron   Dave Baird Jr.   Nicole Gee

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 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, and more that may pertain to an individual.
Contact the following with any questions: Joel Kofron   Dave Baird Jr.   Nicole Gee

How do I get fire extinguisher training?

Fire extinguisher training is provided by the Fire Department for employees who may have the need to use a fire extinguisher. Your supervisor will determine if this training is required and you can enroll online.

Contact the following with any questions: Charles Kuhn

How do I get Air Pak training?

If you are required to use a Self-Contained Breathing Apparatus (SCBA) you can get annual training from the fire department. You must be ODH qualified by the medical office and must pass a respirator fit test administered by the ESHQ Section. 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.
Contact the following with any questions: Charles Kuhn

How long is radiological training valid?

General Employee Radiological Training (GERT), Radiological Worker (RW) training, *Radioactive Source* training, and *Material Move Request Form (MMR)* training must be completed every two years. The training expires at the end of the calendar month in which the previous training was received. For example, if one was trained on April 1, that person's training will expire on April 30, two years later.
Contact the following with any questions: Kathy Graden   J. Donald Cossairt

Are examinations required for radiological training?

Proficiency in all radiological training must be verified by examination.
Contact the following with any questions: Kathy Graden   J. Donald Cossairt

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

The following individuals must have *General Employee Radiological Training (GERT):*
- All employees and contract employees who work on-site at Fermilab.
- All visitors/users who will be on-site for more than 30 days in a calendar year.
- All individuals who enter areas posted as Controlled Areas but do not work with radioactive materials, including radioactive sources.

Individuals who receive Radiological Worker training do not need to complete GERT.
Contact the following with any questions: Kathy Graden   J. Donald Cossairt

Who needs to have Radiological Worker Training (RW)?

Radiological Worker Training (RW) 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.
Contact the following with any questions: Kathy Graden   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.
Contact the following with any questions: Kathy Graden   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 Radiological Worker training.
Contact the following with any questions: Kathy Graden   J. Donald Cossairt

Who needs Material Move Request Survey training?

Material Move Request Survey training 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 *Radiological Worker* training as a prerequisite because it uses concepts presented in the class concerning how to deal with radioactive materials, if they are found in the survey.
Contact the following with any questions: Kathy Graden   J. Donald Cossairt

Will Controlled Access training remain a separate course?

Yes. *Controlled Access* training requires Radiological Worker Training as a prerequisite.
Contact the following with any questions: Kathy Graden   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.
Contact the following with any questions: Joel Kofron   Dave Baird Jr.   Nicole Gee

Do On-Call Employees need an ITNA?

Yes, On-Call employees need an ITNA. This should be performed by their immediate supervisor (i.e. supervisor in the Division/Section/Center 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 needed training. More information is available on Doc DB.
Contact the following with any questions: Joel Kofron   Dave Baird Jr.   Nicole Gee