**Module 1 *Non-Staffing* (*4 x 24 hours shifts or 8 x 10 shifts*) – 3 Weeks**

**Begins 7/21/2019**

Written and Skills Assignments Due to BC 8/10/2019

Counseling Reports Due to BC 8/10/2019

**Module 2 *EMS or FIRE* – 6 weeks total**

**Period 1- Begins 8/11/2019**

Written and Skills Assignments Due to BC 9/1/2019

Counseling report Due to BC 9/1/2019

**Period 2 - Begins 9/2/2019**

Written and Skills Assignments Due to BC 9/21/2019

Counseling Report Due to BC 9/21/2019

**Module 3 *EMS or FIRE* – 6 weeks total**

**Period 1- Begins 9/22/2019**

Written and Skills Assignments Due to BC 10/12/2019

Counseling Report Due to BC 10/12/2019

**Period 2 - Begins 10/13/2019**

Written and Skills Assignments Due to BC 11/2/2019

Counseling Report Due to BC 11/2/2019

**Module 4 *Additional Knowledge and Review*- 3 Weeks - Begins 11/3/2019**

Written and Skills Assignments Due to BC 11/23/2019

Counseling Reports Due to BC 11/23/2019

**TESTING**

WRITTEN AND IPE TESTS 12/2-12/4 (*Off going shift at PSTA*)

FIRE AND EMS PRACTICAL SKILLS 12/9-12/14 (*Detailed on apparatus*)

MAKE UP AND REMEDIAL 12/16-12/18 (*Detailed as needed*)

COMPLETION IPPA(USE IPPA for FF1) *no sooner than* ***12/22/2019***

\*\*All Personnel must complete the driver certification process for EMS Units prior to submitting a completed IPPA to the Operations BC\*\*

**RC45 MERIT STATUS TIMELINE**

|  |  |  |
| --- | --- | --- |
| **Task** | **DATE** | **WHO DOES** |
| Notify IECS manager of IECS FFII status | 7/21/2019 | Training Chief |
| Employee Receives IPPA Plan (RC45 Specific) | By 8/3/19 | Sta Officer |
| Mid-Point IPPA Review | By 10/13/19 | Sta Officer |
| Test Results to Sta Officers | NLT 12/18/19 | PSTA Staff |
| Notify Admin Services Probationary Extensions | 12/23/2019 | Batt Chief |
| IPPA’s can be issued and signed | Start 12/23/2019 | Sta Officer |
| Update PCAP–Check “Eligible for Promotion” | 12/30/2019 | Sta Officer |
| Permanency or Extension Memos to DOC | 12/30/2019 | Batt Chief |
| IPPAS and Memo’s due to Operations | 1/7/2020 | DOC |
| Complete Packet due to Admin Services | 1/10/2020 | Ops Chief |