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

**Begins 12/22/2019**

Written and Skills Assignments Due to BC 1/11/2020

 Counseling Reports Due to BC 1/11/2020

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

**Period 1- Begins 1/12/2020**

 Written and Skills Assignments Due to BC 2/1/2020

 Counseling report Due to BC 2/1/2020

**Period 2 - Begins 2/2/2020**

 Written and Skills Assignments Due to BC 2/22/2020

 Counseling Report Due to BC 2/22/2020

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

**Period 1- Begins 2/23/2020**

 Written and Skills Assignments Due to BC 3/14/2020

 Counseling Report Due to BC 3/14/2020

**Period 2 - Begins 3/15/2020**

 Written and Skills Assignments Due to BC 4/4/2020

 Counseling Report Due to BC 4/4/2020

**Module 4 *Additional Knowledge and Review*- 3 Weeks - Begins 4/5/2020**

 Written and Skills Assignments Due to BC 4/25/2020

 Counseling Reports Due to BC 4/25/2020

**TESTING**

WRITTEN AND IPE TESTS 5/4-5/6/20 (*Off going shift at PSTA*)

FIRE AND EMS PRACTICAL SKILLS 5/11-5/16/20 (*Detailed on apparatus*)

MAKE UP AND REMEDIAL 5/18-5/20 (*Detailed as needed*)

COMPLETION IPPA(USE IPPA for FF1) *no sooner than* ***8/30/20***

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

**RC46 MERIT STATUS TIMELINE**

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| --- | --- | --- |
| **Task** | **DATE** | **WHO DOES** |
| Notify IECS manager of IECS FFII status | 12/22/19 | Training Chief |
| Employee Receives IPPA Plan (RC45 Specific) | By 1/11/20 | Sta Officer |
| Mid-Point IPPA Review | By 3/15/20 | Sta Officer |
| Test Results to Sta Officers | NLT 4/18/20 | PSTA Staff |
| Notify Admin Services Probationary Extensions | 8/30/20 | Batt Chief |
| IPPA’s can be issued and signed | Start 8/30/20 | Sta Officer |
| Update PCAP–Check “Eligible for Promotion” | 9/4/20 | Sta Officer |
| Permanency or Extension Memos to DOC | 9/4/20 | Batt Chief |
| IPPAS and Memo’s due to Operations | 9/7/20 | DOC |
| Complete Packet due to Admin Services | 9/10/20 | Ops Chief |