Kansas Traffic Incident Management Program

Instructor Criteria & Procedures
(Explanations - Descriptions – Guidelines)

Kansas Fire & Rescue Training Institute
University of Kansas
March 2017
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Acknowledgments

Kansas Department of Transportation spearheaded the development of this program as the lead agency in Kansas. KDOT was joined by the emergency response community to make this program a reality. The leadership group thanks all the first responders and transportation officials that gave their support and worked hard to create the Kansas TIM program. Those dedicated individuals are:

Leadership group:  Shari Hilliard, Kansas Department of Transportation
                    Steven Zeller, Kansas Highway Patrol
                    Glenn Pribbenow, Kansas Fire & Rescue Training Institute

Stakeholder Committee:

Kansas Department of Transportation  Shari Hilliard
                                      Michael D. Floberg
Kansas Fire & Rescue Training Institute, KU  Glenn Pribbenow
                                             Mike Cook
                                             Russell Greene
Kansas Highway Patrol  Mark A. Bruce
                                      Steven Zeller
                                      Robert G. Keener
                                      Allan Lytton
                                      Joseph A. Bott
Kansas Law Enforcement Training Center, KU  Ron Gould
Kansas Board of EMS  James Reed
Kansas Emergency Medical Association/Emporia FD  Brandon Beck
Kansas State Firefighters Association/Topeka FD  Kevin Flory
Wichita Fire Department  Ronald Blackwell
Federal Highway Administration  David LaRoche
TransSystems  Slade Engstrom

Steering Committee: (Membership made up of Stakeholders Committee plus the persons listed below)

Kansas Highway Patrol  Dek Kruger
                                      Mike Murphy
                                      Dennis Marten
Kansas Board of EMS  Ed Steinlage
Wichita Fire Department  Marc Haneberg

The Kansas TIM Program received assistance from the 2nd Strategic Highway Research Program (SHRP2). Without their help, this task would have been very difficult. Our special thanks to James Austrich, SHRP2 TIM Responder Training Program Manager with the Federal Highway Administration and Katie Belmore, Traffic Engineer and Coordinator for the SHRP2 training program for their assistance and support in getting this program operational. We also thank Richard E. Backlund, Division Administrator (Kansas), for the Federal Highway Administration for his support with this program. From the initial efforts through the first deliveries of this program, these people gave their full support and assistance with their presence at our Train-the-Trainer workshops.
**Program Administration/Coordination**

The coordination and administration of this program is being performed by the Kansas Fire & Rescue Training Institute, University of Kansas under agreement with the Kansas Department of Transportation and the Kansas TIM Program partners. References in this document to the *Fire & Rescue Training Institute, the Institute, KFRTI or KU* are all intended to mean the Kansas Fire & Rescue Training Institute, University of Kansas.

For questions or more information, please contact the Kansas Fire & Rescue Training Institute at:

**Administration/Coordination:**

Kansas Fire & Rescue Training Institute, KU  
Toll Free Phone: 866-804-8841  
Email: kufire@ku.edu  
Web page: [http://kupce.ku.edu/kufire-home](http://kupce.ku.edu/kufire-home)

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Kansas Fire & Rescue Training Institute, KU  
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**Program Description**

The National Traffic Incident Management (TIM) Responder Training Program was created as part of SHRP 2, which was authorized by Congress in 2005. SHRP 2 has four areas of focus – safety, renewal, reliability, and capacity – and the National TIM Responder Training Program was developed under the reliability focus area. The TIM training program was designed to establish the foundation for and to promote consistent training of all responders to achieve the three objectives of the TIM National Unified Goal (NUG):

- Responder Safety
- Safe, Quick Clearance
- Prompt, Reliable, Interoperable Communications

The National TIM Responder Training Program was developed and reviewed by professionals from all responder disciplines. Those disciplines are the target audience for the training.

The Kansas TIM Program was designed to ensure that TIM training is available to all Kansas responders.
**Program Scope**

The program was designed and intended to reach all emergency responders and all other workers who find themselves working incidents on Kansas roads, streets, and highways. This program is being delivered at NO COST to participants. The Kansas program goals are consistent with the SHRP2 goals; first, to save lives and prevent injuries to first responders on Kansas roadway and highway incidents. Secondly, our goals reflect the rest of the national goals of safe, quick clearance and prompt, reliable, interoperable communications. TIM training is applicable to ANYONE who responds to traffic incidents (or any type of calls for assistance) on city streets, county roads, state highways, and Interstate highway.

*THIS TRAINING CAN SAVE LIVES!*

**Instructor Qualifications and Authorizations**

Instructors wishing to teach within this program must meet three requirements.

1. Instructors must meet instructor credentialing processes within their emergency response affiliation (i.e. Fire, Law, EMS or other first responder training system).
2. Instructors must have affiliation with a first responder organization (Law, Fire, EMS, Emergency Management, or other TIM partner organization).
3. Instructor must have attended a TIM Train-the-Trainer course.
   a. If the Train-the-Trainer attended was not one provided by the Kansas TIM Program, a copy of the Train-the-Trainer certification may be provided to the Kansas TIM Program administrator/coordinator to gain recognition and the ability to teach within the Kansas TIM Program for credit.

All qualified TIM instructors are authorized to teach within their own organizations. These courses are considered in-house/service courses and do NOT qualify for instructor pay or expense reimbursement from program funds.

Instructors of in-house/service courses are not required to report courses to KU/system. Instructor do not receive pay for teaching in-house/service courses. Although not required, Instructors of in-house/service courses are encouraged to schedule courses with KU and report courses after completion.

**Delivery formats**

The Kansas TIM Program has adopted the most current version of the SHRP 2 curriculum which has been edited and reformatted to fit a 4 hour delivery time. Previous 8 hour versions are still valid and can be used for in-house and/or in-service training; however, for the multi-discipline course to be delivered in this program, the 4-hour version will be taught.

The Kansas TIM Program has been designed to allow a flexible approach to delivering the TIM course.
**In-House Delivery:** For the purpose of this document and program, in-house and in-service courses are synonymous.

- **Definition:** A delivery for a single discipline audience (or local area first responders).
- **Authorized Instructors:** Local agency selects their own qualified instructors and schedule, organize and teach the courses in an “in-house” or “in-service” format on their own schedule. Instructors must meet the Instructor qualifications as stated in the Instructor Qualification and Authorizations section above.
- **Local agencies (hosts) are the sole authority for establishing attendance requirements for local courses.**
- **No minimum or maximum limits on attendance.**
- **Instructors may lengthen the course based on local needs so long as the basic 4 hour course forms the basis of the course.**
- **Instructors are not paid from the Kansas TIM Program (KU).**
- **If a qualified in-house/service course is scheduled and reported through this program (KU Fire & Rescue Training Institute) the Institute will provide a teaching kit (includes maps & cars for the table-top exercises), report the course to the federal program, and issue certificates for the students. This service is at NO COST to the student or instructor and is intended as an incentive to report in-house/service courses to the Kansas TIM program through KU Fire & Rescue Training Institute.**
- **SEE APPENDIX “C” – In-house/In-service Course Flow Chart, Page 22.**

**Multi-discipline Delivery:**

- **All scheduling, payment of instructors and/or expenses and other elements of Multi-discipline courses that are funded by the TIM program must be approved by the program administration/coordination agency (KU Fire & Rescue Training Institute).**
- **Up to three instructors will be authorized for pay and expense reimbursement for each multi-discipline course.**
- **Upon approving instructors for a multi-discipline course, the Institute will assign a lead instructor for the course. The lead instructor’s role will be to foster communication within the instruction team and to insure that the course documentation is completed and submitted to the Institute. Instructors should discuss who will present each lesson prior to the day of the class.**
- **The Kansas program is targeting at least 12 courses for the first year.**
- **Minimum Enrollment Requirement: 15 students will be the minimum enrollment requirement for all Multi-discipline course for which instructors will be paid. If the minimum enrollment numbers are not reached one week prior to the course, the program administration/coordination agency will make the final “go – no-go” determination for the course.**
- **ONLY KU Fire & Rescue Training Institute may authorize instructors for Multi-discipline courses that include payment of wages and expenses.**
- **Instructors will be paid $25 per hour and receive expenses reimbursement within the State of Kansas guidelines.**
- **SEE APPENDIX “D” – Multi-Discipline Course Flow Chart, Page 24.**

  - Instructor(s) will be emailed an “Authorization to Teach” form by the TIM Program Manager at KU Fire & Rescue prior to the course as confirmation of our agreement to pay wages and expenses.
In order to receive pay, instructors must be providing instruction on their personal time. Teaching these courses while “on-duty” or as part of your assigned duties while still drawing wages from an employer disqualifies instructors from being paid for teaching TIM classes. The short version is that instructors must be on “days off”, “comp time”, “annual leave” or outside of your regular work hours (off duty) to receive pay for teaching courses from the Kansas TIM Program. We ask for cooperation and understanding on this issue. Being paid by two organizations at the same time, for the same purpose, is unethical and in many cases unlawful. Instructors can still teach multi-discipline courses while on duty, they just can’t receive pay from the TIM program.

- Mileage will be reimbursed for use of privately owned vehicles at state rates. Mileage cannot be reimbursed if an employer’s vehicle is used.
- Lodging will be reimbursed ONLY if prior approval from the program coordinator is received. Generally speaking, travel in excess of 30 miles is the first criteria that must be met. Time of day and weather conditions is always taken into consideration.
  - If you are teaching a class for this program and encounter emergency road conditions or extenuating circumstances that present a danger to you, contact the KU program manager, regardless of the time of day, for confirmation that your (unexpected) lodging expenses will be reimbursed.
- Hourly wages are for instructional hours only. If travel beyond 60 miles (one-way) is required, travel time will be paid as described below.

Guidelines and calculations for paying driving/travel time:

- Driving time pay will be paid for one-way travel.
- Travel time pay is calculated on 60 miles equaling 1 hour of driving time, and 30 miles equaling 1/2 hour of driving time.
- Once the 60 mile threshold is reached, driving time pay is calculated from the point of origin.
- 0-59 miles (one way mileage) does not qualify for driving time pay.
- Driving time pay will be automatically calculated by the coordinating agency (KU Fire & Rescue Training Institute) staff when calculating pay and expense reimbursement.
- Driving time pay will not be included into the authorized hours form sent to instructors prior to the class.
- Instructors should not add driving time pay hours to their course reporting process or travel documentation. Driving time pay will be calculated automatically based on MapQuest mileage.
- Driving time pay is in addition to mileage reimbursement and authorized instructional hours for the class.
- All mileage for reimbursement and travel time is based on MapQuest mileage from starting point to delivery point (as per State of Kansas policy).

Instructor Sign-Up for Teaching Multi-disciplinary Courses

Instructors who would like to teach Multi-discipline courses and receive pay (and expense reimbursement) must complete the Instructor Agreement and IRS W-9. Examples of those documents can be found in “Appendix B” of this documents.

1. Instructors wishing to participate in teaching Multi-discipline TIM training courses and receive wages and expense reimbursement must complete and return the Kansas Traffic Incident Management Program Instructor Agreement to the Kansas Fire & Rescue Training Institute.
2. In order to pay wages and reimbursements, individuals must complete a Federal IRS W-9 Request for Taxpayer Identification Number and Certification. This form is required before any individual can be paid or reimbursed for expenses.

3. These forms require signatures and the IRS W-9 includes Social Security Numbers, therefore; to assure yourself of protection of your private information, please DO NOT email them to the KU Fire & Rescue Training Institute. These forms should be printed out, completed, signed and the original forms mailed (via the U.S. Postal Service) to the Institute at the following address:

   Kansas Fire & Rescue Training Institute  
   University of Kansas  
   1515 St. Andrews Dr.  
   Lawrence, KS 66047

   The Institute does not share or sell mailing lists or client information. Your information is protected and maintained in ways that conform to security of information requirements and is only used within KU Professional and Continuing Education programs.

**Course Support**

For in-house/service courses scheduled and conducted under the umbrella of this program, instructors will be offered the following course support at no cost. Although not required, we strongly encourage instructors to take advantage of this offer.

1. **Scheduling:** Instructors should contact the KU Fire & Rescue Training Institute (toll free at 1-866-804-8841) at least 30 days prior to the planned delivery date to allow adequate planning time and to secure the use of a teaching kit.

2. **Documentation:** If course support is requested, the instructor agrees to provide the course documentation to the KU Fire & Rescue Training Institute as soon as possible after the completion of the course. Through providing documentation, the KU Fire & Rescue Training Institute will report the course (for the instructor) into the SHRP2 system, thereby insuring that Kansas courses are reported and Kansas receives credit/recognition for our efforts.

3. **Teaching Kits:** Teaching kits will be shipped (at no cost) to the course instructor approximately one week prior to the class if requested by the instructor. These kits will include scale maps, cars, and miscellaneous scale props for use in the TIM exercises called for by the curriculum. The box will have a return shipping label for no-cost return shipping after the class. Instructors are required to return the kit as soon as possible after the course.

4. **Certificates:** The KU Fire & Rescue Training Institute will prepare certificates for all students upon receiving the course documentation from the instructor. Certificates will be in a Portable Document Format (PDF) and emailed to the students at the email address they provided on the registration form (part of the course documentation).

To schedule a course: Call (toll free): 866-804-8841  
Tell us you want to schedule a TIM class and you will be routed to the TIM Program Manager.

Email: kufire@ku.edu  
State that you want to schedule a TIM Class and we’ll contact you (please share your phone number with us).
Course Documentation

Information contained in Appendix “B” explains the forms used to document TIM courses for the Kansas Program. Please have each individual student complete a Student Information Sheet regardless of if they preregistered for the class.

Instructors should use the Student Information Sheets to complete the TIMS Course Report. Please do not pass the Course Report around the room for individuals to complete. Too often when sheets are passed around the room, we cannot read the information. If we cannot read the information, we cannot complete the documentation process or prepare and deliver certificates to the students.

The TIM Course Report form is available in the MS Excel format that can be completed on a computer. The KU Fire & Rescue Training Institute will make the Excel version to all instructors upon request.

See Appendix B for complete instructions for completing TIM course documentation.

Course Flow Charts

Appendix C illustrates the course sequence and responsibilities throughout the course using a flow chart for In-House/In-Service course.

Appendix D illustrates the course sequence and responsibilities throughout the course using a flow chart for the Multi-Discipline course.
Appendix A

Multi-Discipline Instructor
Sign-up Paperwork

(for receiving paid wages & expense reimbursement)

TIM Instructor Agreement:

1. Complete all blanks
2. Sign form
3. Mail completed form to KU Fire & Rescue Training Institute

IRS W-9 Form:

1. Complete all blanks
2. Sign form
3. Mail completed form to KU Fire & Rescue Training Institute

Mail completed form with original signatures to:

Kansas Fire & Rescue Training Institute
Attention: TIM Program Manager
University of Kansas
1515 St. Andrews Dr.
Lawrence, KS 66047
Kansas Traffic Incident Management (TIM) Program
Contract Instructor Terms of Service

The Kansas Fire and Rescue Training Institute (KFRTI), a division of University of Kansas Professional and Continuing Education, is administering the Kansas Traffic Incident Management (TIM) Program. KFRTI is interested in identifying qualified contractors to teach Kansas TIM courses. The undersigned is applying for inclusion in the qualified contract instructor pool in order to be eligible to offer contracted course services for the Kansas TIM Program as a Contract Instructor. Entry into this bidding pool does not guarantee a contract award to any particular Contract Instructor. Compensation and travel expense rates are subject to KFRTI and State of Kansas policies and procedures.

The undersigned, Contract Instructor, agrees and acknowledges that the following Terms of Service will apply for all contracted course services, which together with the University’s standard Contractual Services Form, establish the parties’ contractual arrangement:

TERMS OF SERVICE

1. Contract Instructor shall provide instruction for contracted courses in a professional and competent manner and perform instruction in conformance with FST standards.

2. During the performance of any contracted course, Contract Instructor shall not discriminate on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information and retaliation in KFRTI programs and activities.

3. Contract Instructor shall adhere to and teach the proscribed TIM curriculum (4-hour version date 11/22/16 or later) for all assigned courses. Contract Instructor shall complete and return to KFRTI all prescribed documentation related to contracted course services.

4. Contract Instructor agrees to follow the guidelines, rules, policies, and procedures addressing the delivery of training and other services to participants of the TIM Program as prescribed by the Kansas TIM Program guidelines. Any advising of course participants on technical or other issues that does not pertain to approved TIM course materials is outside of the scope of the contracted services.

5. During the performance of any contracted course services, Contract Instructor shall comply with all applicable laws, regulations, and policies of the State of Kansas, the Kansas Board of Regents and the University of Kansas.

6. Contract Instructor shall be responsible for proper use, care, and return of all equipment, supplies, and resources entrusted to the Contract Instructor by KFRTI.

7. Contract Instructor is an independent contractor and shall not act as an agent of KFRTI, the University of Kansas, or the State of Kansas, nor shall Contract Instructor be deemed to be an employee for any
purposes whatsoever. Contract Instructor shall not enter into any agreement or incur any obligations on KFRTI’s behalf, or commit KFRTI in any manner without KFRTI’s prior written consent.

8. Nothing contained in these Terms creates nor shall be construed as creating a partnership, joint venture, or any agency relationship between the parties. University of Kansas and the State of Kansas withhold and report Federal and State taxes as required by law. Contract Instructor shall be responsible for all workers’ compensation, liability, automobile, and health insurances, benefit plans, and taxes. Contract Instructor agrees to provide KFRTI with a completed IRS Form W-9 upon request.

9. Neither the State of Kansas nor any agency thereof shall hold harmless or indemnify Contract Instructor for any liability whatsoever.

10. KFRTI may terminate Contract Instructor services at any time; payment will only be for services rendered up to the date of termination.

11. All matters arising out of or related to the contracted course services and these Terms, shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue shall reside only in courts located in the State of Kansas.

I fully accept the responsibilities and obligations of the Terms of Service: ____________________________________________

Instructor Signature

Instructor Name (Print): ____________________________________________________________________________

Affiliation - Law: _______ Fire: _______ EMS: _______ Other: ____________________________________________

Organization (member of): __________________________________________________________________________

Preferred Mailing Address: ________________________________________________________________

City: __________________________________________ State: __________________________ Zip: __________

Day Phone: ___________________ Work Phone: ___________________ Cell: ___________________

Review Date: _______________________ Approval: ________________________________________________

(This agreement must have the completed Federal W-9 form attached)
IRS Request for Taxpayer Identification Number and Certification


**Form W-9**

**Request for Taxpayer Identification Number and Certification**

**Give Form to the requester. Do not send to the IRS.**

### Part I

#### Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given in Part I A to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I A section on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see below on how to get a TIN on page 3.

**Note:** If the account is in more than one name, see instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

### Part II

**Certification.**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I am a U.S. citizen or resident (as defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification Instructions.** You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**

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<th>Signature of U.S. person</th>
<th>Date</th>
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**THIS FORM REQUIRES AN ORIGINAL SIGNATURE**
Appendix B

TIM Training Course Documentation

Traffic Incident Management (TIM) Student Information Sheet:

1. Please have each student complete a Student Information Sheet to insure that they get credit and receive a course certificate.
2. Remind students that they will receive their certificate via email; therefore, a valid email address is required.
3. Complete all boxes – this information is required when reporting the course information into the “federal system” and in order to identify the disciplines and demographics of who is being trained in this program.
4. Use these forms to complete the Kansas TIM Training Report.
5. Return one form for each student trained with the Training Report.

Kansas Traffic Incident Management Training Course Report

1. THIS IS NOT A “PASS AROUND” SIGN-IN SHEET. Instructors should complete this form after the course.
2. The TIM Course Report is available from the KU Fire & Rescue Training Institute in an MS Excel format that can be completed on a computer. If completing this form by hand, PLEASE PRINT clearly and carefully.
3. Please complete all information requested on the form.
4. Report Course Length as the actual hours taught (must be at least 4 hours). For paid courses, only four hours will be paid unless specifically authorized by the KU Fire Program Manager.
5. Mail completed Student Information Sheets and Course Report to:

Kansas Fire & Rescue Training Institute
University of Kansas
1515 St. Andrews Dr.
Lawrence, KS 66047
This page intentionally left blank
Kansas Traffic Incident Management
Student Information Sheet

(forms will be sent in Instructor Packet)

<table>
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<tr>
<th>First Name:</th>
<th>MI:</th>
<th>Last Name:</th>
<th>DOB:</th>
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<tr>
<td>Organization Name:</td>
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<tr>
<td>NFA SID (Fire only):</td>
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Preferred Mailing Address:
- Work: ____________________
- Home: ____________________
- City: ____________________
- State: ____________________
- Zip: ____________________
- Cell: ____________________

Phone (list below): ____________________
- Work/Day: ____________________
- Home/Evening: ____________________
- Other: ____________________

Organization Affiliation:
- EMS: [ ]
- Law Enforcement: [ ]
- KDOT/Transportation: [ ]
- Communication: [ ]
- Emergency Mgt: [ ]
- Other: [ ]

Emergency Responder Status:
- Paid/Career (all disciplines): [ ]
- Volunteer (Fire & EMS): [ ]
- Law Enforcement (reserve officer): [ ]
- Part-time/On Call (Fire & EMS): [ ]

(PLEASE PRINT)
Kansas Traffic Incident Management Training
Course Report
(copies will be included in the teaching kit
fillable Excel form available on request)

<table>
<thead>
<tr>
<th>Course Title: Traffic Incident Management</th>
<th>Instructor(s):</th>
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<tr>
<td>Course Date: MM DD YYYY</td>
<td>Course Length: Hrs.</td>
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<td>Class Times (clock hours):</td>
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<td>KFRTI Project #:</td>
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<tr>
<td>Course Host City/Organization:</td>
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<td>City &amp; Street Address of Class Location:</td>
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<tr>
<td>Type of delivery (check one): Multi-discipline</td>
<td>In House/In Service</td>
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<td>Student Name (Please Print Clearly)</td>
<td>Organization Name</td>
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Appendix C
In-house/In-service
Course Flow Chart

Host Organization

Host contacts KFRTI to schedule a course (not required but strongly encouraged)

Host selects in-house/in-service instructors and schedules students

Host conducts class. Students complete TIM Information Sheets.

Instructor completes course & TIM Course Record

Instructor Mails/Ships Student Info Sheets, Course Record, and Teaching Kit to KFRTI

Kansas Fire & Rescue Training Institute

KFRTI places course on schedule & confirms teaching kit available (cars & maps)

KFRTI mails teaching kit (cars, maps & course forms) 10 days prior to course

KFRTI reports course to FHWA system & prepares certificates for students

KFRTI emails certificates to students