



# CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION

## Education Hours Tracker User Guide

CAL FIRE is mandated to track and report fire prevention activities in accordance with Public Resources Code (PRC) 4137. This application is used to track the hours for each CAL FIRE staff person representing the Department at fire prevention education events. This application allows CAL FIRE staff to report time spent on fire prevention education activities. It is maintained by the Office of State Fire Marshal's Community Wildfire Preparedness and Mitigation Division in support of the Communications Program.

**Note:** Remember to provide the information in the fields with a red asterisk (\*). If these fields are not filled out, you will receive an error message and can't proceed to the next page.

### Page 1

1. Select the category (e.g. CWPM, Engine Company, Fire Prevention Education) that best fits you and your program or position.
2. If you select **CWPM** or **Fire Prevention Education**:
  - a. Enter your First Name, Last Name, and Email.
  - b. Select your Staff Job Position (i.e. Administrator, Defensible Space Inspector (DSI), etc.)
3. If you select **Engine Company**:
  - a. Select your Engine Company Rank (i.e. Captain, Engineer, Firefighter).
4. Click on the dropdown menu under Organizing Unit, select the Unit where the event or class took place.

### Page 2

#### Event or Class

5. Complete all fields for event or class information, including the **Event Title**, **Event Category**, **Event Description**, **Audience** group, **Target Audience**, **Start date**, **Last date**, **Responsibility Area**, and **Battalion**. Ensure all required fields with a red asterisk (\*) are filled out completely and correctly.

#### Contact Information

➤ This section only applies to **Fire Prevention Education**

6. Enter the contact information for the event or class organizer/coordinator.

#### Location for the Event or Class

7. In the Address at the event field, enter the complete address where the event or class took place.
8. The Address, City, and Zip Code should populate for you. Please review and verify that the address is correct. If the address does not populate correctly, please manually enter or correct the address information.
9. From the dropdown menu, please select the **County** where the event took place.
10. If applicable, enter any **Comments** pertaining to the event or class. This is not required.

#### Documentation

➤ This section only applies to **Fire Prevention Education**. **CWPM** and **Engine Company**, please jump to step 14.

11. Upload any documentation or pictures of the event. Click the + icon to upload more than one document or image. This is not required.
12. Enter any notes or description of the document(s) or image(s) uploaded. This is not required.



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### Page 3

13. Enter the event or class daily activity record. There are two methods to track the events:

- The preferred method is to track the event daily and create an entry for each day. Click on the + icon to add additional entries.
- The less preferred method is to summarize the entire event or class in one entry.

➤ **Warning! When entering daily activities, please enter data for no more than 7 days. Adding more than 7 days may cause the page to become unstable. Do not refresh or close the page. Allow the system a few minutes to process the save. If the page does not recover after several minutes, refresh the page to reload it and re-enter your data, limiting it to 7 days to avoid the same issue.**

14. For **CWPM of Fire Prevention Education**, please follow the steps below:

- Select the type of details (e.g., Organizing Unit or Assisting Unit). If you choose "Assisting Unit," please select the unit from the Select Assisting Unit dropdown menu.
- Select the **Date of the event**, enter the number of **people reached**, and select the **Staff Positions or Engine Company Rank(s) who worked at the event**.
- For each Staff Position type or Engine Company Rank, please enter the **number of staff who worked at the event** and the number of **hours** and **minutes** worked.

➤ The total hours will be calculated for you. Total hours worked + converted minutes to hours = Total Hours

15. For **Engine Company**, please follow the steps below:

- Select the **Date of the event**, enter the number of **people reached**, and select the **Engine Company Rank(s) who worked at the event**.
  - For each Engine Company Rank selected, please enter the **number of staff who worked at the event** and the number of **hours** and **minutes** worked.
- The total hours will be calculated for you. Total hours worked + converted minutes to hours = Total Hours
- If there are any assisting Units, please select the assisting Unit from the dropdown menu.
    - Select the **Engine Company Rank(s) who assisted** with the event.
    - For each assisting Engine Company Rank, please enter the **number of staff who worked at the event** and the number of **hours** and **minutes** worked.

16. After all the fields have been completed, and all the information has been entered, select "Yes" the information recorded is complete.

17. Lastly, select "Submit" to complete Education Hours entry.

Please use the [CWPM Help Desk](#) if you have questions or comments regarding this process. The CWPM Help Desk application will automatically send a report to the CWPM team.

Record the daily activity (1) ▼



If you need to add a new entry, simply press the [+] button. If you need to remove an entry, just click on the wastebasket.

BDU Volunteer in Prevention (VIP) ▼

How many VIPs worked at the event\*

A VIP went through the application process and have certain benefits. Enter the count

3

Total hours worked\*

Enter hours for one person. See calculation for total hours below.

5

Additional minutes worked\*

Select 0 if no additional minutes worked

30

Calculation

Total hours worked: 15 + converted minutes to hours: 1.5 = Total Hours: 16.5