Background and Purpose
Training requirements across agencies vary for center managers, assistant center managers and dispatchers resulting in different levels of skill, knowledge and proficiency. Lack of cross training/mentoring opportunities hinders the ability to develop core skill sets. Access to training is limited and can be costly. This directly affects services to the field and potentially affects recruitment, retention and successional planning.

Utilizing the competency checklist and the crosswalk of core competencies (below) with existing training provides managers with a mechanism to ensure base level training for entry level dispatchers, assistant center managers and center managers. The competency checklist and crosswalk do not apply to redcard qualifications. They are designed to enhance the training opportunities for dispatcher, assistant center manager and center manager.

The competency checklist is to be used by the supervisor to document competencies obtained by the employee through OJT, on line modules, self-directed training and formal training. The checklist should become part of the employees’ training file for documentation illustrating competencies obtained.

The National Coordination System Committee (NCSC) will review and refine the checklist, crosswalk, and core competencies commensurate with the core duties identified in CHAPTER…

Training aids / modules should be developed from existing material where possible and repackaged to provide flexibility for delivery (i.e., virtual, OJT).

Implementation Strategy and Timeline
- Checklist of core competencies and training crosswalk available for use January 2017.
- NCSC to prioritize course work and modules based on the training crosswalk (below) and appropriate training needs analysis.
- Online training aids / modules will become available no later than January 2018.
- Identification of updates or additional aids/ modules to be assessed annually by NCSC.