

Group Level	Skill Number	Skill	Complement	Value	Prerequisites	Training	Measurement
All (TT VI, TT IV, TT III preferred)	99HR2	Level I Trainer (Task Training-OJT Training)	Unit Specific	\$600.00		On the Job Training (ADM 605). Competent in skill employee is teaching.	Successful completion of training and obtaining an approved DOT OJT certification. At completion of 3 OJT sessions as an OJT Instructor, supervisor conducts an evaluation interview to discuss the employee's progression in training others. Interview will include a standardized evaluation form provided by the SBP/CBP Training Administrator. Assessment will be analyzing the progression of employees trained based on the training received.
All	99HR3	Level 2 Trainer (Formalized Classroom Training)	Unit Specific	\$800.00	99HR2 (OJT)	Getting Started (ADM 600), On the Job Training (ADM 605).	Successful completion of training classes. At completion of conducting 3 formal training classes, supervisor conducts an evaluation interview to discuss the employee's progression in training others. Interview will include a standardized evaluation form provided by the SBP/CBP Training Administrator. Successful completion will be determined by supervisor's observation.
All (TT VI, TT IV preferred)	99HR1	HEC	As Available	\$3,000	FEP Math or Pass Math Exam		Completion of HEC Course