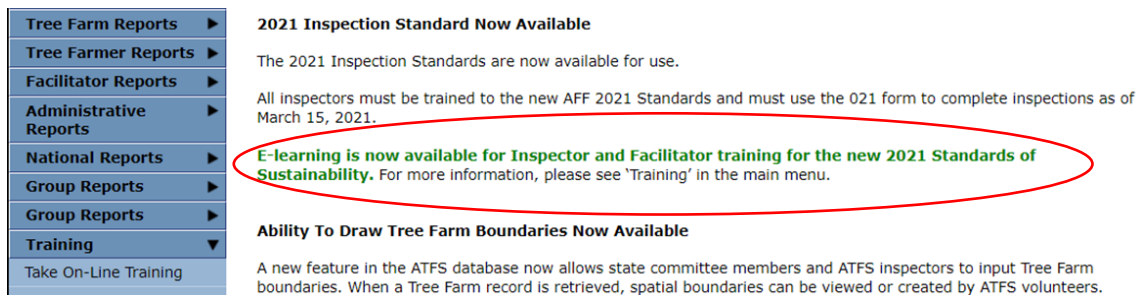


## E-learning for ATFS Inspectors

All inspectors (new, current, expired) may now take inspector training for the 2021 ATFS Standards of Sustainability online. Anyone interested in taking online training MUST have user access to the ATFS database ([www.atfsdatabase.org](http://www.atfsdatabase.org))

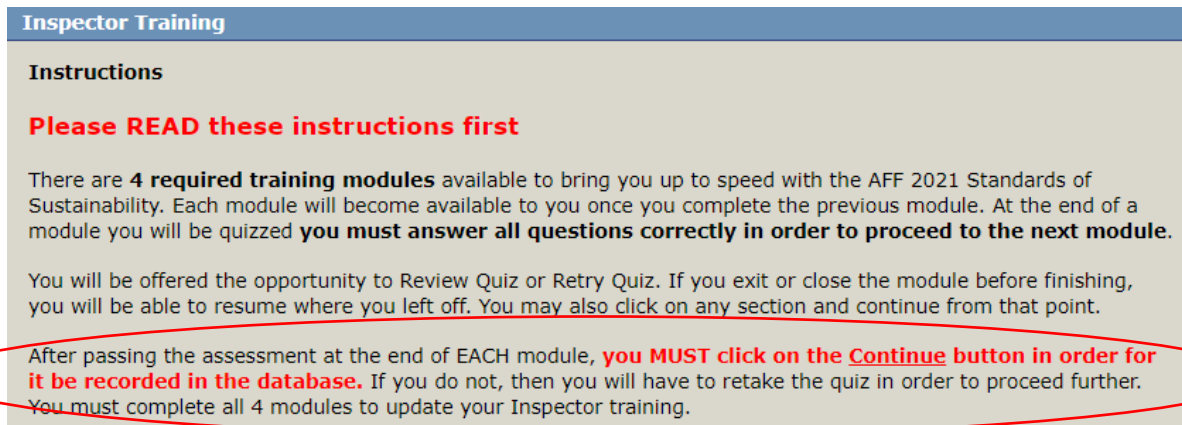
For current/previous inspectors- The home screen now indicates that e-learning is available and directs you to the Training>Take On-Line Training



Tree Farm Reports ▶	<b>2021 Inspection Standard Now Available</b>
Tree Farmer Reports ▶	The 2021 Inspection Standards are now available for use.
Facilitator Reports ▶	All inspectors must be trained to the new AFF 2021 Standards and must use the 021 form to complete inspections as of March 15, 2021.
Administrative Reports ▶	<b>E-learning is now available for Inspector and Facilitator training for the new 2021 Standards of Sustainability.</b> For more information, please see 'Training' in the main menu.
National Reports ▶	
Group Reports ▶	
Group Reports ▶	
Training ▼	<b>Ability To Draw Tree Farm Boundaries Now Available</b>
Take On-Line Training	A new feature in the ATFS database now allows state committee members and ATFS inspectors to input Tree Farm boundaries. When a Tree Farm record is retrieved, spatial boundaries can be viewed or created by ATFS volunteers.

After you click on 'Take On-line Training', you will see instructions for taking Inspector training.

Before you take online training, read the instructions section carefully.



**Inspector Training**

**Instructions**

**Please READ these instructions first**

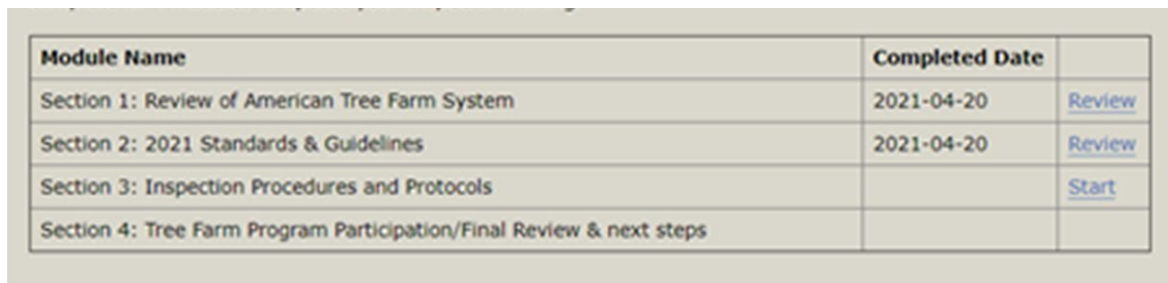
There are **4 required training modules** available to bring you up to speed with the AFF 2021 Standards of Sustainability. Each module will become available to you once you complete the previous module. At the end of a module you will be quizzed **you must answer all questions correctly in order to proceed to the next module.**

You will be offered the opportunity to Review Quiz or Retry Quiz. If you exit or close the module before finishing, you will be able to resume where you left off. You may also click on any section and continue from that point.

After passing the assessment at the end of EACH module, **you MUST click on the Continue button in order for it be recorded in the database.** If you do not, then you will have to retake the quiz in order to proceed further. You must complete all 4 modules to update your Inspector training.

Then you will see a prompt to 'Start' Section 1.

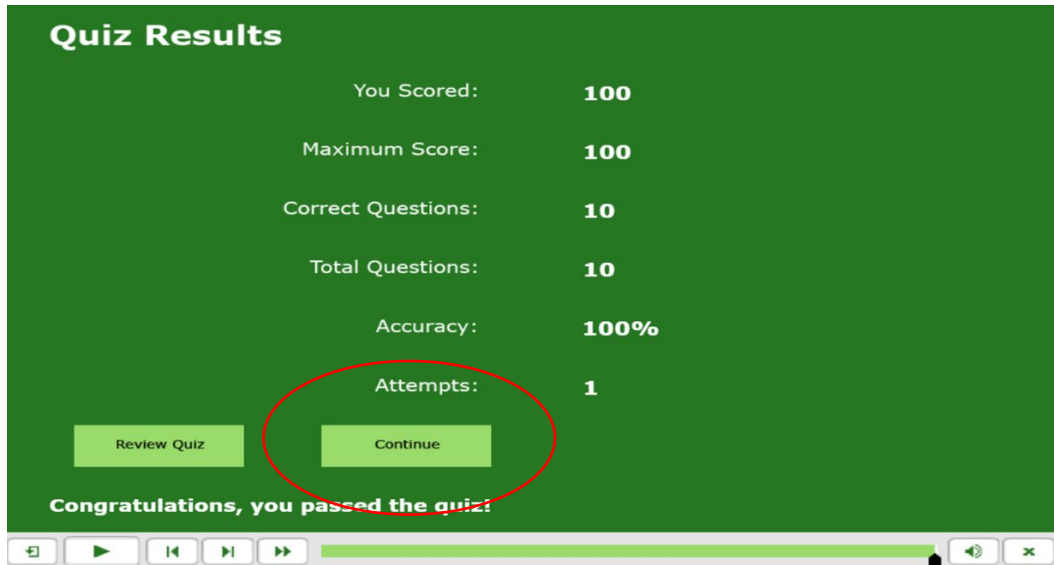
After completion of each section, you will have the option to 'review' the section(s) you completed or 'start' the next section.



Module Name	Completed Date	
Section 1: Review of American Tree Farm System	2021-04-20	<a href="#">Review</a>
Section 2: 2021 Standards & Guidelines	2021-04-20	<a href="#">Review</a>
Section 3: Inspection Procedures and Protocols		<a href="#">Start</a>
Section 4: Tree Farm Program Participation/Final Review & next steps		

At the end of each section you will take a quiz. If you miss a question, you will have the opportunity to review, and retake. If you answer correctly, follow the prompts to the next question. All questions must be answered correctly to move forward and complete the training.

After you have successfully completed the quiz, You **MUST** click 'Continue' for your training to be recorded in the database. **If you close this window before clicking 'Continue' your training will NOT be recorded in the database.**



After clicking 'Continue' you see a popup indicated your training record has been updated.



You may now close this window and proceed with the following section.

After completion of all 4 sections, your CFE Certificate will be available for download.

Module Name	Completed Date	
Section 1: Review of American Tree Farm System	2021-04-20	<a href="#">Review</a>
Section 2: 2021 Standards & Guidelines	2021-04-20	<a href="#">Review</a>
Section 3: Inspection Procedures and Protocols	2021-04-20	<a href="#">Review</a>
Section 4: Tree Farm Program Participation/Final Review & next steps	2021-04-20	<a href="#">Review</a>

[Download CFE Credits Certificate](#)

## FOR STATE ADMINISTRATORS

Instructions for adding **NEW Inspectors** to the ATFS database for access to training

New Inspectors will need a record created in the ATFS Database BEFORE they can log in and take the training.

First, you'll need to create a record in the database for the person, as an inspector.



American Tree Farm System®  
Certification and Inspection Tracking System

LOG OUT HOME Creating New Inspector Record

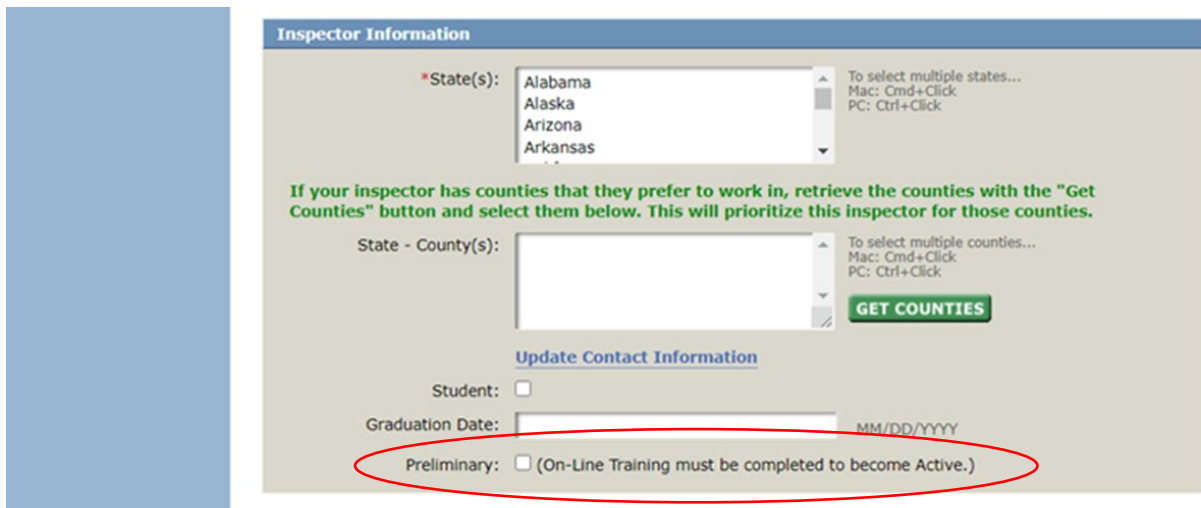
Privacy Statement  
No Harassment Policy  
Verify Certifications  
User Guide (pdf)  
User Profile ▶  
Administrative ▶  
Delete Records ▶  
Search/Create Records ▼  
Individual  
Facilitator  
Inspector  
Tree Farm Properties  
Inspections ▶  
Tree Farm Reports ▶  
Tree Farmer Reports ▶  
Facilitator Reports ▶

Search Records:

Last Name:   
First Name:   
Organization Name:   
Member ID:   
City:   
State: All States ▼  
County: All counties ▲  
To select multiple counties...  
Mac: Cmd+Click  
PC: Ctrl+Click

SEARCH

After you create their user record, and create the login username and password, click the box 'Preliminary'. This will give the new person the permissions necessary to take inspector training.



Inspector Information

\*State(s): Alabama  
Alaska  
Arizona  
Arkansas  
To select multiple states...  
Mac: Cmd+Click  
PC: Ctrl+Click

If your inspector has counties that they prefer to work in, retrieve the counties with the "Get Counties" button and select them below. This will prioritize this inspector for those counties.

State - County(s):   
To select multiple counties...  
Mac: Cmd+Click  
PC: Ctrl+Click

GET COUNTRIES

Update Contact Information

Student:

Graduation Date:  MM/DD/YYYY

Preliminary:  (On-Line Training must be completed to become Active.)