

How to Update Inspector's Training

Committee members with District Chair or State Administrator access to the database have the capability of entering an inspector training record and subsequently update it. Updating training also includes marking an inspector from active to inactive or vice versa.

Other things that can be done in this section:

- Adding an inspectors preferred inspection county
- Adding in a forestry student who will become an inspector upon graduation
- Adding a [training application](#) for an inspector that can extend their credentials.

Inspector training updates can be done easily:

1. Search for the inspector by name or ID. The image below shows a search for an inspector by their ID

LOG OUT **HOME** Searching Inspectors and Individuals

Privacy Statement
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User Manual (pdf)
User Profile ▶
Administrative Access ▶
Delete Records ▶
Search/Create Records ▶ **1**
Individual
Facilitator
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Tree Farm Properties
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶

Search Records:

Last Name: **3**
First Name:
Organization Name:
Member ID:
City:
State:
County: To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

SEARCH

One result found: **4**

Name	City	State	Member ID	Owner?	Inspector?	Facilitator?	Tree Farms
Nephtali Chavez	Washington	DC	147590	No	Active	No	

VIEW **EMAIL** **CREATE / UPDATE**

2. Hit Create/ Update in the lower right
3. You will see fields for their username, password, and hint. Below that you will see training related information. You may change any of these fields.

Inspector Information

*State(s):
Alabama
Alaska
Arizona
Arkansas

To select multiple states...
Mac: Apple+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):
AK - Aleutians East
AK - Aleutians West
AK - Anchorage
AK - Bethel

To select multiple counties...

Mac:

PC:

Click

Click

If your inspector has identified counties that they prefer to be assigned to, that can be specified here.

[Update Contact Information](#)

Student:

Graduation Date:

If your training had forestry students who will become inspectors upon graduation, check the box here and enter grad date.

Inspector Training

If you wish to delete this inspector, please get in touch with National staff. If you just want to mark this person as inactive, simply check the Inactive box below.

Inspector Training Completed:

Training Type	Course Name	Training Date
<input type="checkbox"/> Classroom	Inspector Training	03/20/2015
<input type="checkbox"/> On-Line	Inspector Refresher	04/05/2017
<input type="checkbox"/> Classroom	Inspector Training	10/02/2017

DELETE There must be at least one training record present for an inspector

Add Training:

Training Type: *Training Date: **ADD**

Add Training Application:

Training Application: *Activity Date: **ADD**

Trained Date: 10/02/2017

Last Inspection Date: 03/12/2018

Expiration Date: 03/12/2020

Status: Active
 Inactive
 Archived

Archive Reason:

Can mark as inactive or archived with this box. Archived means they have permanently left the program.

CANCEL

UPDATE

4. Hit update