AGENCY ORIENTATION AND INTRODUCTION TO THE AIR PROGRAM

New Hire

New to Agency

Yes

Agency Orientation

No

Introduction to the Agency

Level 1
(within 1st few days of start)

- Administrative Procedures
- Standard Operating Procedures
- Explanation of employee benefits & expectations

Level 2
(within 1st 3 months of start)

- Phone Usage
- Computer Usage
- Word Processing
- Electronic Communications

- Spread Sheets
- Data Handling
- Presentations

Program Introduction

Introduction to Technology

Yes

Attend classroom training

APTI 452 or CARB 100

Option

APTI Online-Intro

No

Add’l background needed

APTI 400
The Clean Air Act Today
APTI SI-100
APTI RE-100
APTI SI-422
APTI Control Technology Series

Area Specific Training