



Carroll Civil Air Patrol On-Board Program for New Members

To Become a Member of the Carroll Composite CAP Squadron:

- Complete & Present to Commander for Signature for Mailing to NQCAP
 - Membership Application
 - Finger Print Card
- Obtain a copy of your Motor Vehicle Record for 3-years from the Motor Vehicle Administration, if applicable/age appropriate
- Complete Initial Education Level One or Curry for Cadets (CBT)
 - The Foundation Module, Cadet Protection Program and FEMA Classes can be done prior to receiving your Membership Number and Card.

Access Online Courses at <http://members.gocivilairpatrol.com/>

- On Left Side of screen click CAP University, then
- On Left side click **Level 1: Foundation**
- **Go to 2: Foundation Module** at center Box – “Who are We”
 - Read & Complete: For each Module, Print Quiz, Read the Module; Complete Quiz then Present Completed Quiz to Squadron.

▪ Module 1	History & Organization article	History & Organization quiz
▪ Module 2	Policies article (Oct 07)	Policies quiz
▪ Module 3	Uniforms article	Uniforms quiz
▪ Module 4	Customs & Courtesies article	Customs & Courtesies quiz
▪ Module 5	Core Values article	Core Values quiz
▪ Module 6	Leadership article	Leadership quiz
- **Go to 3: Cadet Protection Program**
 - **Step 1** - Print the CPPT pre-test
 - Answer all 20 questions. *Don't worry if you don't know all of the answers, we will go through the test and the correct answers during this training.*
 - **Step 2** - Read [CAPR 52-10, CAP's Cadet Protection Policy](#).
 - Scroll down the list and click the CAPR 52-10 link.
 - **Step 3** - Read [CAPP 50-3, CPPT Student Guide](#).
 - **Step 4** - Review the [Cadet Protection slides](#) to correct your pre-test.
 - **Step 5** - Take your corrected pre-test to your unit.
 - *Your leaders will validate the test with you and answer any questions that you may have. Your leaders will ask you some additional questions about this material.*

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- **FEMA Online Courses for National Incident Management System (NIMS)**

Go to <http://training.fema.gov/IS/NIMS.asp> Emergency Management Institute (EMI) Independent Study Program (ISP) NIMS website and Complete the Online class independently.

It is recommended that you click on the course and on the right side click take Final Exam and Print it for your reference. Then come back and review the material by Take this course by clicking on the Interactive Web Based Course. Once your take the online exam save a copy of the .PDF Certificate on your computer and bring the copies to the Squadron.

- IS-700.a National Incident Management System (NIMS), An Introduction
- IS-100.a (ICS 100) Introduction to Incident Command System
- IS-200.a (ICS 200) ICS for Single Resources and Initial Action Incidents
- IS-800.b National Response Framework, An Introduction

- **Civil Air Patrol Identification Card (CAPID)**

Once you receive your Membership number (CAPID) your want to write it down.

- **LEVEL I** Training Online Access Requirements:

You will need the following for completing your Level 1:

- An email address and cadet a parent email address will be helpful
- Your Date of Birth
- The last four digits of your SSN
- Your Last Name

Online Courses at <http://members.gocivilairpatrol.com/>

On left side of screen click CAP University then on Left side click **Level 1: Foundation**

- **Go to 1: e-service and Operations Security (OPSEC) Module** which is located in the Left Box to set up your e-services account

- This will send you to a Civil Air Patrol eServices Login Screen. Find:

“First time eServices users [click here](#) to activate your account!”

This New User Registration screen is where you will enter in your Last Name, Last 4 digits of SSN, Email Address, and Date of Birth. Once you have done this click Submit. You need to think of a password that you can remember typically with letters and numbers.

Once you are registered you will be required to complete OPSEC (Operations Security) Training Requirements and agree to the Non-Disclosure Agreement (NDA).

- The training at <https://tests.cap.af.mil/opsec/main.cfm> will require your CAPID, Last Name, and Last 4 digits of SNN to complete the training. Once the training is done and the NDA is signed then you will have access to e-services to complete other training and log your training qualifications.

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- **Additional Training:** Take the following online classes on your own at your own pace which once signed into e-services on the left hand side of the screen under My Favorites CAP on-line Course and Exams:
 - Complete the *Equal Opportunity Training* and then at the end of the Training click “I Agree”
- **Operations Section under Exams:**
 - CAPT (Civil Air Patrol Training) *CAPT 116 pt 1 (General ES)* ES- Emergency Services Regarding CAPR (Civil Air Patrol Regulations) CAPR 60-3
 - CAPT 117 Pt 1, 2 & 3 (Continuing Education)
 - *CAPT 117 Part 1 – is on Critical Incident Stress Management (CISM)*
 - *CAPT 117 Part 2 – is on Crew Resources Management (CRM)*
 - *CAPT 117 Part 3 – is on Common Incident Staff Responsibilities*
- **Stan/Eval/Flight Ops** -- In e-services on the left hand side of the screen under My Favorites click on Emergency Services: Click on Stan/Eval/Flight Ops, Under training click on the link [Ground Handling Video](#) Link On the right side it will give you a drop down select View Broadband Video. At the end, click Take Test. At End Print your Certificate.
- **Complete Basic ORM.** In e-services on the left hand side of the screen under My Favorites click on Safety, under this click ORM (Operational Risk Management) and review the Power Points and then click on Basic, Intermediate, Advanced ORM On-line Tests. Click on the Drop Down Click Basic ORM Test, Enter CAPID, and Last Name. *Remember save a copy of your certificate.*
- **Basic Communication Unit Training.** When offered you want to complete a Basic Communication Unit Training (BCUT) which is a four hour class taught by the Maryland CAP Wing Communications Officers.
- **Basic First Aid, CPR.** It is recommended that you obtain a Basic First Aid, CPR, AED and Blood Borne Pathogens training and present copies of the certifications to the Squadron.

Additional Membership Information. Obtain a photo of a head shot with a white back ground and add it to your CAPF-101 – (Civil Air Patrol Form) This can be found in e-services, Login, under favorites, click *My Operations Qualifications/National Reports* and this will take you into *Operations Qualifications*, At the top bar across the top of the screen click *Emergency Services*. This is where you will find your CAPF101 Card. In the center you can click [Upload CAP Picture](#). Your picture will be submitted for approval by the Squadron Commander and once approve it will appear. It is recommended that you print out your CAPF 101 Card and you update your qualifications.

In e-Services Look at the block called *“My Info”* It is recommend that you review your information and update it to ensure it is correct by clicking [Review/Edit My Info](#)

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Most of the activities, training, and test/exams can be done as self/independent study except for the Basic Communications Unit Training (BCUT) and the Basic First Aid, CPR, AED and Blood Borne Pathogens training. Your advancement in Emergency Services is driving by you the individual in getting these pre-requisites completed.

<u>Course or Training</u>	<u>Date Completed</u>
<input type="checkbox"/> Foundation Course	_____
<input type="checkbox"/> Cadet Protection Course	_____
<input type="checkbox"/> E-Services and OPSEC awareness Training	_____
<input type="checkbox"/> Equal Opportunity Training	_____
<input type="checkbox"/> Obtain Membership Number CAPID _____	_____
<input type="checkbox"/> FEMA NIMS IS-700	_____
<input type="checkbox"/> FEMA NIMS IS-100	_____
<input type="checkbox"/> FEMA NIMS IS-200 (optional)	_____
<input type="checkbox"/> FEMA NIMS IS-800 (optional)	_____
<input type="checkbox"/> Aircraft Ground Handling Video and Test	_____
<input type="checkbox"/> CAPT – 116 – General Emergency Services	_____
<input type="checkbox"/> CAPT – 117 Part 1 – CISM	_____
<input type="checkbox"/> CAPT – 117 Part 2 – Crew Resource Management	_____
<input type="checkbox"/> CAPT – 117 Part 3 – Incident Staff (optional)	_____
<input type="checkbox"/> Complete Basic ORM	_____
<input type="checkbox"/> Attend Basic Communication Unit Training (BCUT)	_____
<input type="checkbox"/> Obtain First Aid Training	_____
<input type="checkbox"/> Uploaded a Photo and Checked my Info in e-services	_____