



## ILLINOIS PRESCRIBED FIRE BURN MANAGER APPRENTICE TASK BOOK –*Certification*

*NOTE: Two separate prescribed burn apprentice evaluations are required. The supervising certified Burn Manager(s) must be certified through the Illinois Department of Natural Resources-Forestry Certified Prescribed Burn Manager Program.*

### Apprentice Burn Manager Information

Name	
Agency/Employer	
Address	
Phone	
Email	

### Evaluator's (Supervising Burn Manager) Information

Name	
CPBM #	
Agency/Employer	
Address	
Phone	
Email	

### Evaluator's Recommendation for Certification

I hereby affirm that the Apprentice Burn Manager listed above successfully performed all tasks in the Prescribed Fire Burn Manager Task Book and completed a minimum of 2 apprentice burns. I recommend the Apprentice Burn Manager be considered for certification.

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

## ILLINOIS PRESCRIBED FIRE BURN MANAGER APPRENTICE TASK BOOK –*Apprentice Burn #1*

### Apprentice Burn Details

Burn Site Name	Town/City
Fuel Type	Acres Burned

### Task Evaluation - to be completed by the Evaluator (*Supervising Certified Burn Manager*)

		<u>Evaluator initials</u> to certify this task was completed	
#	Apprentice Tasks		Evaluator Comments
1	<p><b>Preparation</b> (is well prepared for the burn)</p> <ul style="list-style-type: none"> <li>• Reviewed burn prescription.</li> <li>• Arranged for adequate personnel on the burn crew.</li> <li>• Had adequate maps of the burn unit.</li> <li>• Insured that there was proper and adequate equipment for the burn.</li> <li>• Checked fire weather prior to the burn.</li> <li>• Notified local law enforcement and/or EMS of the burn.</li> <li>• Inspected the fire lines prior to the burn.</li> </ul>		
2	<p><b>Pre-burn Briefing</b> (conducted a thorough briefing)</p> <ul style="list-style-type: none"> <li>• Crew members received clear assignments.</li> <li>• Escape routes and rendezvous point are identified.</li> <li>• Verified that crew had adequate tools, equipment, and safety gear.</li> <li>• Identified any crew members with health concerns or limitations.</li> <li>• Identified hazards and safety concerns.</li> </ul>		
3	<p><b>Conducting the Burn</b> (the burn was implemented in a safe, efficient and professional manner)</p> <ul style="list-style-type: none"> <li>• Made the “Go/No-Go” decision based on current and expected fire behavior and ability to meet plan objectives</li> <li>• Employed good strategy and made sound and timely decisions.</li> <li>• Communicated clearly with burn crew.</li> <li>• Maintained situation awareness.</li> <li>• Ensured tasks were understood, supervised, and accomplished.</li> <li>• Recognized, mitigated, and communicated potentially hazardous situations.</li> <li>• Provided clear, concise instructions and allowed for feedback.</li> </ul>		

#	<b>Apprentice Tasks</b>	<u><b>Evaluator initials</b></u> to certify this task was completed	<b>Evaluator Comments</b>
4	<b>Post-burn Operations</b> ( <i>supervised mop-up and exiting the burn</i> ) <ul style="list-style-type: none"> <li>• Ensured that proper mop-up and/or firebreak patrol was conducted.</li> <li>• Ensured that the burn was out or safely contained.</li> <li>• Ensured that all staff and equipment was accounted for.</li> <li>• Debriefed, thanked, and dismissed the burn crew.</li> <li>• Evaluated burn objectives.</li> <li>• Prepared post burn report (F2)</li> </ul>		
5	<b>Apprentice Conduct</b> ( <i>performed professionally and competently</i> ) <ul style="list-style-type: none"> <li>• Effectively assigned resources to meet burn objectives</li> <li>• Communicated clearly.</li> <li>• Used proper radio etiquette/protocols</li> <li>• Treated crew members politely and with respect.</li> <li>• Was mindful of crew and public safety.</li> </ul>		
<b>Additional Comments</b>			

**A MINIMUM OF ONE MORE SUPERVISED PRESCRIBED BURN IS REQUIRED**

## ILLINOIS PRESCRIBED FIRE BURN MANAGER APPRENTICE TASK BOOK –*Apprentice Burn #2*

### Apprentice Burn Details

Burn Site Name	Town/City
Fuel Type	Acres Burned

### Task Evaluation - *to be completed by the Evaluator (Supervising Certified Burn Manager)*

		<u>Evaluator initials</u> to certify this task was completed	
#	Apprentice Tasks		Evaluator Comments
1	<b>Preparation</b> (is well prepared for the burn) <ul style="list-style-type: none"> <li>• Reviewed burn prescription.</li> <li>• Arranged for adequate personnel on the burn crew.</li> <li>• Had adequate maps of the burn unit.</li> <li>• Insured that there was proper and adequate equipment for the burn.</li> <li>• Checked fire weather prior to the burn.</li> <li>• Notified local law enforcement and/or EMS of the burn.</li> <li>• Inspected the fire lines prior to the burn.</li> </ul>		
2	<b>Pre-burn Briefing</b> (conducted a thorough briefing) <ul style="list-style-type: none"> <li>• Crew members received clear assignments.</li> <li>• Escape routes and rendezvous point are identified.</li> <li>• Verified that crew had adequate tools, equipment, and safety gear.</li> <li>• Identified any crew members with health concerns or limitations.</li> <li>• Identified hazards and safety concerns.</li> </ul>		
3	<b>Conducting the Burn</b> (the burn was implemented in a safe, efficient and professional manner) <ul style="list-style-type: none"> <li>• Made the “Go/No-Go” decision based on current and expected fire behavior and ability to meet plan objectives</li> <li>• Employed good strategy and made sound and timely decisions.</li> <li>• Communicated clearly with burn crew.</li> <li>• Maintained situation awareness.</li> <li>• Ensured tasks were understood, supervised, and accomplished.</li> <li>• Recognized, mitigated, and communicated potentially hazardous situations.</li> <li>• Provided clear, concise instructions and allowed for feedback.</li> </ul>		

#	Apprentice Tasks	Evaluator initials to certify this task was completed	Evaluator Comments
4	<b>Post-burn Operations</b> ( <i>supervised mop-up and exiting the burn</i> ) <ul style="list-style-type: none"> <li>• Ensured that proper mop-up and/or firebreak patrol was conducted.</li> <li>• Ensured that the burn was out or safely contained.</li> <li>• Ensured that all staff and equipment was accounted for.</li> <li>• Debriefed, thanked, and dismissed the burn crew.</li> <li>• Evaluated burn objectives.</li> <li>• Prepared post burn report (F2)</li> </ul>		
5	<b>Apprentice Conduct</b> ( <i>performed professionally and competently</i> ) <ul style="list-style-type: none"> <li>• Effectively assigned resources to meet burn objectives</li> <li>• Communicated clearly.</li> <li>• Used proper radio etiquette/protocols</li> <li>• Treated crew members politely and with respect.</li> <li>• Was mindful of crew and public safety.</li> </ul>		
<b>Additional Comments</b>			

**Evaluator (Supervising Certified Burn Manager) Assessment**

Check One	Assessment
1	The Apprentice performed all the tasks in the Task Book in a satisfactory manner
2	The Apprentice performed tasks satisfactorily. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated. An additional apprentice burn is required to receive my recommendation.
3	The Apprentice did not complete certain tasks in a satisfactory manner and additional training, guidance, or experience is recommended.
4	The Apprentice is severely deficient in the performance of tasks in the Task Book and additional training, guidance or experience is recommended prior to another training assignment.

**If 2-4 IS CHECKED, A MINIMUM OF ONE MORE SUPERVISED PRESCRIBED BURN IS REQUIRED**

**ILLINOIS PRESCRIBED FIRE BURN MANAGER APPRENTICE  
TASK BOOK –*Supplemental Apprentice Burn***

**Apprentice Burn Details**

Burn Site Name	Town/City
Fuel Type	Acres Burned

**Task Evaluation - to be completed by the Evaluator (*Supervising Certified Burn Manager*)**

#	Apprentice Tasks	<u>Evaluator initials</u> to certify this task was completed	Evaluator Comments
1	<p><b>Preparation</b> (is well prepared for the burn)</p> <ul style="list-style-type: none"> <li>• Arranged for adequate personnel on the burn crew.</li> <li>• Had adequate maps of the burn unit.</li> <li>• Insured that there was proper and adequate equipment for the burn.</li> <li>• Checked fire weather prior to the burn.</li> <li>• Notified local law enforcement and/or EMS of the burn.</li> <li>• Inspected the fire lines prior to the burn.</li> </ul>		
2	<p><b>Pre-burn Briefing</b> (conducted a thorough briefing)</p> <ul style="list-style-type: none"> <li>• Crew members received clear assignments.</li> <li>• Escape routes and rendezvous point are identified.</li> <li>• Verified that crew had adequate tools, equipment, and safety gear.</li> <li>• Identified any crew members with health concerns or limitations.</li> <li>• Identified hazards and safety concerns.</li> </ul>		
3	<p><b>Conducting the Burn</b> (the burn was implemented in a safe, efficient and professional manner)</p> <ul style="list-style-type: none"> <li>• Made the “Go/No-Go” decision based on current and expected fire behavior and ability to meet plan objectives</li> <li>• Employed good strategy and made sound and timely decisions.</li> <li>• Communicated clearly with burn crew.</li> <li>• Maintained situation awareness.</li> <li>• Ensured tasks were understood, supervised, and accomplished.</li> <li>• Recognized, mitigated, and communicated potentially hazardous situations.</li> <li>• Provided clear, concise instructions and allowed for feedback.</li> </ul>		

#	Apprentice Tasks	Evaluator initials to certify this task was completed	Evaluator Comments
4	<b>Post-burn Operations</b> ( <i>supervised mop-up and exiting the burn</i> ) <ul style="list-style-type: none"> <li>• Ensured that proper mop-up and/or firebreak patrol was conducted.</li> <li>• Ensured that the burn was out or safely contained.</li> <li>• Ensured that all staff and equipment was accounted for.</li> <li>• Debriefed, thanked, and dismissed the burn crew.</li> <li>• Prepared post burn report (F2)</li> </ul>		
5	<b>Apprentice Conduct</b> ( <i>performed professionally and competently</i> ) <ul style="list-style-type: none"> <li>• Effectively assigned resources to meet burn objectives</li> <li>• Communicated clearly.</li> <li>• Used proper radio etiquette/protocols</li> <li>• Treated crew members politely and with respect.</li> <li>• Was mindful of crew and public safety.</li> </ul>		
<b>Additional Comments</b>			

**Evaluator (Supervising Certified Burn Manager) Assessment**

Check One	Assessment
1	The Apprentice performed all the tasks in the Task Book in a satisfactory manner
2	The Apprentice performed tasks satisfactorily. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated. An additional apprentice burn is required to receive my recommendation.
3	The Apprentice did not complete certain tasks in a satisfactory manner and additional training, guidance, or experience is recommended.
4	The Apprentice is severely deficient in the performance of tasks in the Task Book and additional training, guidance or experience is recommended prior to another training assignment.

**If 2-4 IS CHECKED, A MINIMUM OF ONE MORE SUPERVISED PRESCRIBED BURN IS REQUIRED – Copy and Paste Additional Supplemental Apprentice Burn Forms as Needed**