

Core Training IS Guidance 16 Jan 2022

Initial Core Training

1. All 6 Core Training Workshops must be completed:
 - Workforce Resilience Training (WR - 502379)
 - Security Fundamentals (SETA – 810030)
 - Privacy at DHS / Protecting Personal Information (PAWR – 810015)
 - Sexual Harassment Prevention (POSH – 810000)
 - Civil Rights Awareness (CRA - 502319)
 - Ethics 1 / Personal Gifts (ET – 502306)
2. [Self-Attestation Form](#), [NTC attestations](#), or an email to the IS Officer indicating completion of Core Training Workshops must be submitted, and the completions entered into AuxData II.
3. Basic Qualification Course II (BQ II) must be completed (only required for members entering the Auxiliary on or after 01 Feb 2018)
4. Once both are complete, the member must notify FC, who fills out the e-form notifying DSO-IS that the process is entire.

Core Training Renewals (every five years)

1. 5 Core Training Workshops (all except Ethics) must be renewed before 31 Dec of the 5th year after taking the workshops.
 - Example: If Core Training was last completed on 24 Mar 2017, the courses must be renewed before 31 Dec 2022
2. If renewals are completed before going into REYR (FC should check this), no further action is necessary.
3. If renewals are completed after a member goes into REYR, the member must notify FC, who fills out the form notifying the DSO-IS that the process is complete.

General Notes

Flotilla Commanders –

- Do not submit the online e-form unless:
 - This is the member's initial Core Training certification, or
 - The member is currently in REYR for Core Training
- Online e-form is located at this web address called "9CR Qualification Notification Form":
<https://www.emailmeform.com/builder/form/p5NLff4eB5aaMR42cFs271fbK>
 - (Or go to the 9CR website; login; click on Member Resources, Scroll to Human Resources and locate the e-form.)

Members –

- You must notify your FC when you complete the Core Training Workshops if you are:
 - Completing your Core Training for the first time, or
 - You are already in REYR for Core Training (which can be verified using Reports on AuxData II).
- If you joined the Auxiliary on or after 1 Feb 2018, do not notify your FC until you have completed both BQ II and the Core Training Workshops.