

Native American Fish & Wildlife Society

Training Policy



Prepared by:
Mitzi Reed, Invasive Species Coordinator and
Robert Romero, CLEO Consultant

Board of Directors Approved: December 2022; Revised December 2023

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1. PURPOSE

The purpose of this document is to describe the Native American Fish & Wildlife Society’s (NAFWS) Training Policy (Policy). NAFWS, Board Members, consultants, member tribe representatives, students and individual members that commit to attend NAFWS organized and/or sponsored training are required to meet certain requirements as part of training objectives. This Policy will ensure that NAFWS sponsored training serves the interests of NAFWS and its members and complies with NAFWS funding agreements.

The purpose of training is to provide participants with professional development opportunities to increase skills and enhance knowledge in various aspects of fish and wildlife conservation management. In support of tribal fish and wildlife conservation management, the NAFWS offers and partners with entities devoted to our mission. Professional development can be obtained through attendance at conferences (national and regional), specialized training courses, workshops, and webinars that provide training in performing essential job functions and knowledge.

Due to high demands and limited space for our events, this Policy addresses the participation and attendance requirements associated with NAFWS-sponsored training opportunities. Procedures for managing, planning, and executing training opportunities are time consuming, costly and labor intensive so the objective of this Policy is to give adequate and fair opportunity for our members to benefit from training.

2. SCOPE

All employees, Board Members, member tribe representatives, individual members, and students are subject to this Policy's requirements. Consultants and other contractors will also be subject to this Policy if specified in their signed Professional Agreement with the NAFWS.

3. TRAINING DEVELOPMENT

Authorization for all NAFWS training must be pre-approved by the Executive Director within 60 days of the training date. Training materials will be reviewed and evaluated by NAFWS for accuracy, clarity, completeness, and perceived effectiveness.

All training will require online registration through NAFWS, that states at minimum the name of the trainee and their contact information, the subject matter of the training and the contact information of the NAFWS employee managing the training.

4. TRAINING REQUIREMENTS

4.1 Training Promotion and/or Outreach

NAFWS individual members and Member Tribe employees (may be limited to 5 per member Tribe) will receive first notice of training opportunities. This notice should go out for ten (10) calendar days, 6-8 weeks prior to the training event. If training is not full after 10 days, the notice shall be extended to all Tribal contacts or by region if regional training for 10 days. If the training is still not full, notice shall go out on all social media and all contacts.

4.2 Trainee Responsibility

Whether onsite with NAFWS or with NAFWS partners, it is the trainees' responsibility to attend and participate in all scheduled activities organized as part of the training. Trainees may only participate in training if they are officially registered and approved for it in advance. Attendance may be verified by NAFWS through sign in sheets or online registration.

4.3 Evaluations

Upon satisfactory completion, the trainee may be asked to provide an evaluation or critique of the training. A standardized evaluation form will be used for all NAFWS trainings.

4.4 Cancellation

An individual can cancel registration for training without penalty by providing written notice at least 2 weeks prior to the start of the scheduled training. Any paid registration resulting in a no-

show in violation of this clause will not receive a refund. Announcements of NAFWS trainings shall include notice of these cancellation and refund terms.

4.5 Unexcused Absences

In order to reduce the negative impact of high absence incidents at NAFWS trainings where payment is necessary to attend, an individual (or their organization/agency) will be charged an absence fee of \$100 in the event that a 2 week notice of cancellation is not provided. A person's failure to meet these training requirements is a violation of this Policy and will result in that person (1) being required to pay for registration for future NAFWS trainings in advance or (2) being subject to a one-year suspension of participation in any future specialized NAFWS training.

In instances where NAFWS-sponsored events are provided at no cost to members, failure to comply with this Policy may result in the suspension of participation in future trainings for up to a period of one year.

These suspensions are necessary to minimize and/or eliminate no-show impacts to other members who cannot register for events due to training slots reaching capacity and impacts to program budgets of the NAFWS.

Exceptions for the absence clause are limited to unforeseen sickness or accident, family emergency, or death in the trainee's immediate family. Written notice of such circumstance must be submitted to NAFWS as soon as possible.

4.6 Continuing Education Credits

If applicable, continuing education credits may be available for professional development and attendance will be accounted for by NAFWS or lead instructor using a daily sign-in sheet. Any violation of this Policy will not result in endorsement of credits from the NAFWS.

4.7 Travel Reconciliation

NAFWS sponsored travel for NAFWS members, member Tribe employees or students shall not exceed \$1,500. Exceptions may be allowed with further review and pre-approval from the Executive Director. All travel sponsored by the NAFWS is subject to compliance with the NAFWS Travel Policy.

Any travel reconciliation associated with a person's failure or inability to attend a NAFWS training event will be addressed in the NAFWS Travel Policy.