



PTB Checklist

1. Personal Data

- "PTB Assigned To" completed
- "PTB Initiated By" completed
- "Location and Date PTB was Initiated" completed

2. Evaluation Data

- All tasks in Position Task Book signed off and an original or electronic copy is included
- Evaluation Record completed
- "Final Evaluator's Verification" signed

3. Training Certificates/Equivalencies

- All training certificates present
- Relevant equivalencies approved

4. Relevant experience

- Relevant job experience and time included in position or narratives
- Historical recognition documented as necessary
- Recognition of Prior Learning (RPL) documented as necessary

5. Additional Documentation

- Incident Experience Narrative, Performance Rating(s) (ICS Form 225), Activity Log (ICS Form 214) included
- Incident Action Plans list name, position, and incident
- Other documents included [please list below]