

# Forest Service Training Announcement

## 3400 R2 Hazard Tree Management Short-Course

Dates: June 16, 2016      Times: 8:00 am – 5:00 pm      Tuition: None      Credit Hours: 8

Location of Training: Monument Fire Center  
3715 Mt. Herman Rd.  
Monument, CO 80132  
Training Site Phone: 719-488-1242

Instructor / Local Point of Contact: Kelly S. Burns, (303) 236-8006, [ksburns@fs.fed.us](mailto:ksburns@fs.fed.us)

AgLearn: Marty Dall, (505) 944-8103, [mdall@fs.fed.us](mailto:mdall@fs.fed.us)

**Course Information and Objectives:** This course focuses on how to identify and manage hazard trees in recreation areas and administrative sites. Topics include: concepts and components of hazard; overview and biology of defects and diseases associated with failure; legal issues and policy decisions; procedures for HT inspections; options for vegetation management and mitigation; and databases that can be used to document HT surveys and tree failures. Course is 1/2 classroom and 1/2 field. **3400 R2 Forest Insect and Disease Identification and Management is a required prerequisite for this course.**

**AgLearn is the only method of registration for this course**

How to Register:

To register, you may press CONTROL and click on this hyperlink >>> [45986](#)

**IMPORTANT: FIRST Confirm your time zone, email address and current supervisor are correct in your Aglearn Profile. If you need to correct this information, please go to the Aglearn job aids link provided for step by step instructions under the sub-title Getting Started in Aglearn: <http://fsweb.asc.fs.fed.us/HRM/hcms/AgLearn/support.php>**

In AgLearn:

- In the “Search Catalog” feature, enter the search term: [3400 R2](#)
- When [3400 R2 Hazard Tree Management](#) appears:
- Place your cursor over the title and **Click** the title to open it up
  - Click on the **View Offerings** button on the right side of screen
  - Select **Register**
  - A **warning** message will appear advising of supervisory approval, **Click Yes**.
  - **IMPORTANT** that you do the following:
  - **Click** the **Confirm** button at the **bottom** to the right of the comment text box.
  - You have now officially registered for this course and have a **Pending Status**.
  - Your supervisor **MUST** approve your registration in AgLearn in order for you to receive an **ENROLLED** status. Once this is done, your status will change from ‘pending’ to ‘enrolled’ and you will be registered.

You will receive an email notification from AgLearn of your enrollment status. You may lose your seat in the class if your supervisor does not approve timely. It is recommended you contact your supervisor to request approval first and notify your supervisor to approve your registration through Aglearn. **NOTE:** If you need to **withdraw** from this class, please do so through your Aglearn account. This will give others on the waitlist an opportunity to take the class.