

# Recreation Permits on Public Lands

Course #8300-14

February 14-15, 2012

Salt Lake City, Utah

## TRAINING ANNOUNCEMENT

The National Training Center is offering the Special Recreation Permits (2-day) refresher course in Salt Lake City, UT. If you work at all with permits, you will definitely benefit from this course. Below are additional details. You need to register for this training via DOI Learn by February 3, 2012. Please contact Mike Brown [m55brown@blm.gov](mailto:m55brown@blm.gov) or Jenny Reeves [jreeves@blm.gov](mailto:jreeves@blm.gov), at NTC concerning registration questions.

**Class Title:** Recreation Permits on Public Lands, Course 8300-14.

**Dates:** February 14-15, 2012

**Hours:** Tentative class hours are 8:00 am to 5:00 pm, with a lunch break.

**Location:** Salt Lake City, UT – Hotel TBD

**Target Audience:** Recreation planners, park technicians, and others processing recreation permits and managers/supervisors with significant permit programs in field offices

**Scope:** This is a refresher covering SRPs from application process through monitoring compliance.

**Delivery Method:** This class will be held in a traditional classroom setting.

**Major Topics:** Review regulations, policies and processing methods regarding special recreation permits and fees. Promote consistency in properly issuing, monitoring and taking action on these permits. Tools, tips and steps for working with clients and conducting NEPA review.

**Questions on Content:** Contact Aaron Curtis or Judi Zuckert

**Supervisor's Approval:** You will need to have your supervisor's approval to take this course. Be sure to discuss this training opportunity and commitment of time with them in advance.

**Participant Letter:** A participant memo with class details will be sent out in late August.

**Registration:** You must use DOI Learn to register for this course using the below steps. Contact Mike Brown or Jenny Reeves if you have questions on how to register.

## How to Register in DOI Learn:

1. Login [www.doi.gov/doilearn](http://www.doi.gov/doilearn). Check your personal profile and ensure you have the correct supervisor/training approver selected.
2. Go to Catalog and search for **"Recreation Permits on Public Lands"**.
3. Click on Details tab to review course description, etc.
4. Click on the Scheduled Class tab for available scheduled classes. Additional class information can be viewed by selecting a class and clicking on View Detail.
5. Select the desired class and click Submit Request. Once the request form is submitted, an email notification is sent to the supervisor telling them they have a training request to approve.
6. Once the request is approved, the Learner will receive a notification email and a second email notification with their appropriate class status (i.e. Enrolled or Waitlisted.)

## National Training Center Contacts:

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