



CAPSULE TRAINING INFORMATION WHAT'S THE PROCESS??

By: Debbie Dennig, Member, APBA National Rescue Committee
debbied623@gmail.com

The process is actually quite simple. APBA Headquarters keeps information in the member's file about capsule training, physical, membership application, etc. The National Rescue Committee maintains a list of all drivers who have completed capsule training. This list is for reference purposes only and is meant to assist Category Chairmen, Region Chairmen, Scorers and other officials. The capsule training instructors are to send the capsule training information to **both** APBA HQ and to Debbie Dennig of the National Rescue Committee. APBA HQ should receive a copy of the Capsule Training Completion form. Debbie should receive a list of those who have completed the training via email at debbied623@gmail.com. An Excel list is preferred, but the information will be accepted in whatever format you are comfortable with.

Here's the process:

- 1) All instructors should have a supply of the 3-part, Capsule Training Completion Forms. If you don't, please contact Headquarters and they will be sent to you.
- 2) When a driver completes capsule training, the form should be completed and distributed as follows:
 - a. **The Original of the form should be given to the driver**
 - b. **One copy should be sent to APBA Headquarters by the instructor**
 - c. **The instructor should keep the 3rd copy for their records**
- 3) The instructor should send a list of everyone who completed training to Debbie Dennig at debbied623@gmail.com within a week. This list should include the instructors name, the date & location of the training, the driver's name, APBA # and Primary Category.
- 4) The driver needs to make a copy of the form and mail it in with their membership application, but also keep a copy for proof of training if for some reason the capsule training date is not on their APBA card yet.
- 5) APBA Headquarters files the copies they receive in the member's files for reference and puts the capsule training date on the driver's APBA card.
- 6) Debbie emails updated Capsule Training lists out to Category & Region Chairmen, Scorers and Capsule Training instructors as she receives updates so that everyone has a current list for reference.

Debbie is also attempting at create a master list of capsule training instructors. If you are a capsule training instructor, please email Debbie the following information: name, address, home phone, email address, APBA member number and a brief bio with your credentials and dive certifications and the category you usually offer training for.

If we all work together, we can have an accurate list and a useful tool!

If anyone has any questions about this process or anyone's responsibilities, please contact Debbie Dennig at debbied623@gmail.com or 860-941-7260. See ya at the races!!