

## Maryland Park Service Training Division Current Training Offerings

American Red Cross			
Emergency Medical Responder, First Aid, & CPR			
Class	Description	Delivery Method	Frequency
CPR/AED for Professional Responders	The purpose of the American Red Cross CPR/AED for Professional Rescuers course is to train professional-level rescuers to respond to breathing and cardiac emergencies in adults, children and infants until more advanced medical personnel take over. Requires biennial update.	blended learning and In-person (1/2 day)	multiple times per year
Emergency Medical Response	This is an extensive First Aid course from the American Red Cross and is designed to help participants recognize and respond appropriately to cardiac, breathing and first aid emergencies. This program teaches participants the knowledge and skills needed to give immediate care to an injured or ill person when minutes matter, and to decide whether advanced medical care is needed.  This course includes American Red Cross Basic Life Support (BLS) which provides participants with the knowledge and skills they need to assess, recognize and care for patients who are experiencing respiratory arrest, cardiac arrest, airway obstruction or opioid overdose. When a patient experiences a lifethreatening emergency, healthcare providers need to act swiftly and promptly. The course emphasizes providing high-quality care and integrating psychomotor skills with critical thinking and problem solving to achieve the best possible patient outcomes. Requires annual update.	blended learning (2 weeks)	1-2 times in winter months
Responding to Emergencies (Comprehensive Class)	The primary purpose of the American Red Cross Responding to Emergencies: Comprehensive First Aid/CPR/AED program is to help students recognize and respond appropriately to cardiac, breathing and first aid emergencies. This program teaches students the knowledge and skills needed to give immediate care to an injured or ill person and to decide whether advanced medical care is needed. Includes Administering Emergency Oxygen and Stop the Bleed training. Requires biennial update.	blended learning (4 days)	3 times in fall/winter months
First Aid/CPR/AED (Basic Class)	The American Red Cross First Aid/CPR/AED r.21 program is designed to help participants recognize and respond appropriately to cardiac, breathing and first aid emergencies. This program teaches participants the knowledge and skills needed to give immediate care to an injured or ill person when minutes matter, and to decide whether advanced medical care is needed. Includes Stop the Bleed training. Requires biennial update.	blended learning (1 day)	multiple times per year
Wilderness and Remote First Aid (Advanced Class)	The American Red Cross Wilderness and Remote First Aid course provides individuals a foundation of first aid principles and skills to be able to respond to emergencies and give care in areas that do not have immediate emergency medical services (EMS) response. This includes wilderness and remote environments, including urban disasters, such as earthquakes and hurricanes, where EMS response is significantly delayed. Includes Stop the Bleed training. Requires biennial update.	blended learning (2 days)	2 times in winter months
Water Safety and Related Training			
Class	Description	Delivery Method	Frequency
Basic Water Rescue	Rescue techniques provided to non-lifeguard waterfront personnel.  The Red Cross Basic Water Rescue course will provide participants with the knowledge and skills necessary to prevent, recognize, and respond to many types of aquatic emergencies. The course is designed for any individual working around or on a body of water. The training covers general water safety, emergency action plans, self-rescue techniques, rescues using the "reach, throw, row method", wading assists, and aquatic medical emergencies. This six-hour course is delivered in traditional, in-person course format including both classroom and skills training sessions. (Or in a blended learning format including an online pre-course and 3-hour in-person skills practice session at a pool or waterfront.) Participants will receive a digital certificate valid for three years upon successful completion of written testing and in-water skills evaluation. The Basic Water Rescue course does not cover the knowledge and skills needed to be certified as a lifeguard.  There are no prerequisite swimming skills required to be eligible for this course. Participants will only be expected to wade in as far as chest deep water and are encouraged to wear a lifejacket while practicing on-land and in-water skills. (If you are certified in Small Craft Safety or Lifeguarding you do not need to take this course.)  What to bring: bathing suit or clothes you are comfortable wading in, towels, water shoes (optional), bag lunch, bottled water, sunscreen/bug spray (if outdoors), and appropriate size life jacket (if you have one).	classroom and pool	3-4 times Spring and Fall and additional sessions in early Summer for some seasonal personnel

Lifeguard Certification	<p>Learn how to effectively prevent and respond to water emergencies in the Red Cross lifeguard training course. The entry-level class is designed to equip participants with the skills and knowledge to prepare for a variety of scenarios in and around the water. Students will learn how quick response times and effective preparation are vital to being a lifeguard while also understanding the crucial elements in helping to prevent drownings and injuries. The detailed training includes both practice and testing of hands-on skills as well as comprehension on written tests. This option is for those completing training for the first time or for those whose certifications have expired. This course is delivered in traditional, in-person course format over a period of four consecutive or nonconsecutive days. The digital certificate, which includes First Aid, CPR and AED training, is valid for two years upon successful completion.</p> <p>Participants must pass a pre-course swimming skills test that includes:</p> <ul style="list-style-type: none"> <li>• 300-yard continuous swim (100-yard front crawl, 100-yard breaststroke, 100-yard either front crawl or breaststroke); goggles permitted.</li> <li>• Tread water for 2 minutes using legs only (with hands under armpits).</li> <li>• 20-yard swim, head first or feet first surface dive to retrieve a 10-lb brick from a depth of 4-7 feet, kick back to starting point while carrying the brick, and exit the pool without a ladder in under 100 seconds; no goggles permitted.</li> </ul> <p>What to bring: bathing suit, goggles, flip-flops/ deck shoes, towels, bag lunch, bottled water, sunscreen/bug spray (if outdoors), and clothes to wear over bathing suit on pool deck. Requires biennial update.</p>	classroom and pool	varies
Lifeguard Recertification Review	<p>Our staff Lifeguard Instructors offer one annual recertification for current Red Cross Lifeguards.</p> <p>Lifeguarding review classes are designed to help participants review and update their skills while also extending the entry-level certification. This option is best suited for those whose certification is still valid (or within 30 days of expiring) who simply need to renew. This course is delivered in traditional, in-person course format over a period of two consecutive days (normally a weekend). Students must again pass the written tests as well as successfully complete on-land and in-water skills evaluations and testing scenarios to receive a digital certificate valid for another two years.</p> <p>Participants must pass a pre-course swimming skills test that includes:</p> <ul style="list-style-type: none"> <li>• 300-yard continuous swim (100-yard front crawl, 100-yard breaststroke, 100-yard either front crawl or breaststroke); goggles permitted.</li> <li>• Tread water for 2 minutes using legs only (with hands under armpits).</li> <li>• 20-yard swim, head first or feet first surface dive to retrieve a 10-lb brick from a depth of 4-7 feet, kick back to starting point while carrying the brick, and exit the pool without a ladder in under 100 seconds; no goggles permitted.</li> </ul> <p>What to bring: bathing suit, goggles, flip-flops/ deck shoes, towels, bag lunch, bottled water, sunscreen/bug spray (if outdoors), and clothes to wear over bathing suit on pool deck. Requires biennial update.</p>	16 hours - classroom and pool	Winter or Spring
Waterfront Lifeguarding	<p>The purpose of the waterfront skills module is to teach lifeguards the unique skills and knowledge needed to prevent and respond to emergencies in open-water environments. The eight-hour training covers many specialized skills including paddle board rescues, head-splint in extremely shallow water, line searches, using snorkel, mask, and fins, surface diving, and shallow to deep water searches. Candidates must have a current American Red Cross certificate for Lifeguarding/First Aid/CPR/AED to enroll in this course. Upon successful completion of the in-water skills evaluation and written test participants will receive a Red Cross digital certificate indicating the bridge to Waterfront Lifeguarding valid for two years. Please note the certificate is only valid when accompanied by a current American Red Cross certificate for Lifeguarding/First Aid/CPR/AED.</p> <p>Participants must pass a pre-course swimming skills test that includes:</p> <ul style="list-style-type: none"> <li>• 550-yard swim using front crawl or breaststroke</li> <li>• Tread water for 2 minutes using legs only (hands under armpits)</li> <li>• 20-yard swim, head first or feet first surface dive to retrieve a 10-lb brick from a depth of 4-7 feet, kick back to starting point while carrying the brick, and exit the pool without a ladder in under 100 seconds; no goggles permitted.</li> <li>• Repetitive 5-yard swim, submerge, retrieve, and resurface using dive rings placed 5 yards apart; must submerge and resurface three times to complete the skill sequence.</li> </ul> <p>Participants should bring a bathing suit, towels, bag lunch, bottled water, and sunscreen/bug spray, swim fins, snorkel, and mask. Additional equipment (rescue tubes, rescue boards, etc.) will be provided by each park based on the number of participants registered. Requires biennial update.</p>	8 hours field (beach & open water)	regionally in June
Administering Emergency Oxygen	<p>The Red Cross Administering Emergency Oxygen module is designed to equip participants with the knowledge and skills necessary to provide care to a victim of a breathing emergency. This three-hour course is delivered in traditional, in-person course format including both classroom and skills training sessions. Students will gain hands-on skills practice by inserting airway adjuncts, utilizing manual suction devices, and delivering emergency oxygen via nasal cannulas, non-rebreather masks, resuscitation masks, and bag-valve-mask resuscitators (BVMs).</p> <p>Candidates must have a current American Red Cross certificate for Lifeguarding/First Aid/CPR/AED to enroll in this course. Participants will receive a Red Cross digital certificate indicating the bridge to Administering Emergency Oxygen valid for two years upon successful completion of the skills evaluation and written test. Please note the certificate is only valid when accompanied by a current American Red Cross certificate for Lifeguarding/First Aid/CPR/AED.</p>		

Basic Lifeguard Management	Provides instruction for beach managers who provide immediate supervision to lifeguards. 2 year certification.	online training	as needed for new and recertifying beach managers
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### Firearm Training

Wildlife Management & Other Firearms Training			
Class	Description	Delivery Method	Frequency
NRA Home Firearms Safety	Entry class – firearms safety and familiarization	7 hours classroom	Spring and Fall
Wildlife Firearms Annual Classroom In-service	Annual training based on nationally recognized safety principles in use of rifle and shotgun for wildlife management.	4 hours classroom	Spring and Fall – regionally
Wildlife Firearms Annual Range Qualification	Annual qualification for those personnel trained to handle wildlife management within their facility.	4 hours range	Spring and Fall – regionally
LEOSA Qualification	Contractual MPCTC Certified Firearms Instructors provide annual day light and low light range qualification and classroom component for retired MPS Law Enforcement Rangers	classroom and range	Spring and Fall – 3 sessions total/year

### Maintenance Training

Chainsaw Training			
Class	Description	Delivery Method	Frequency
S-212	Chainsaw training following national forest service standards – required for those who fell trees within parks. Taught in partnership with MD Forest Service.	2 days classroom & 2 days field	Spring and Fall
Basic Chainsaw Safety	Basic Chainsaw Operations and Safety – those completing this training may operate chainsaws for the purpose of working with down timber. OSHA Compliance Training	1 day classroom & 1 day field	Spring and Fall regionally
Basic Chainsaw Train the Trainer	Prepares personnel trained at the S212 level to conduct basic chainsaw training for field personnel.	6 hours classroom, incl. field check off	Spring and Fall as needed
Maryland Park Service Hazardous Tree Managers	In addition to S-212 personnel also complete Roadside Tree Care Expert and Urban Hazardous Tree Care Management courses offered by the MD Forest Service.	Maryland Forest Service	
Wildland Firefighter	Combination class of online and field practice. Combined S-130-190 class prepares students for Wildland Fire and pack test if interested	Maryland Forest Service	annually
Other Maintenance Training			
Class	Description	Delivery Method	Frequency
Welding Basics	Introduction to basic welding techniques.	6 hours - field	varies
Roofing 101	Hands on roofing class focusing on roof preparation, shingle installation, drip edge and fascia installation. This is a project oriented class. Prerequisite - American Ladder Institute online safety training.	16 hours - field	varies
Roofing 102	Hands on roofing class focusing on roof preparation, shingle installation, drip edge and fascia installation. Roofing 102 includes all of the above as well as sheathing and rafter work. This is a project oriented class. Prerequisite - American Ladder Institute online safety training.	16 hours - field	varies
Regional Workshops	Workshops developed for local skill classes in carpentry, plumbing, tree removal, electrical repairs.	8 to 16 hours	varies
Basic Carpentry	Introduction to basic carpentry skills and bulletin board construction	16 hours - field	varies
Maintenance School	Generalized workshops that cover the basics of plumbing and electrical repairs for park employees. Other sessions may include vehicle services, welding, masonry, heavy equipment operation, bucket truck/lift training, trail building, carpentry, and other related topics.	16 - 24 hours - field	annually

### Compliance Training

OSHA/MOSH			
online via the HUB for classified & LTC employees and via Moodle for seasonal employees			
Class	Description	Delivery Method	Frequency
Blood Borne Pathogens	Initial training and annual update training for classified, seasonal, and volunteer personnel who have the potential for exposure to bloodborne pathogens in the course of their assigned duties. Epidemiology, protections methods, and policy are taught as part of this class.	online or occasionally in classroom for groups of seasonal personnel	ongoing throughout the year
Portable Fire Extinguisher	Annual training for all personnel in the operation and types of fire extinguishers in the workplace. Inspection standards are also taught.	online or occasionally in classroom for groups of seasonal personnel	ongoing throughout the year
GHS – for Chemical Labeling and SDS sheets	Bridge training for new system of hazardous chemical labeling and safety data sheet formatting, part of hazardous communications training, which is generally done at individual parks	online or occasionally in classroom for groups of seasonal personnel	ongoing as needed
Sexual Harassment Prevention			
Class	Description	Delivery Method	Frequency

Sexual Harassment Prevention Training (Classified/LTC)	In 2018, the Maryland General Assembly passed, and Governor Hogan signed into law House Bill 679 entitled, "Workplace Harassment – Prohibitions, Liability, Enforcement, and Prevention Training". This new law mandates that every State employee be required to take a 2-hour in-person Sexual Harassment Prevention training developed by the Maryland Commission on Civil Rights by October 1st 2020. Additionally all employees will be required to repeat this course every 2 years.	virtual or in person via the HUB with DNR HRS	varies
Sexual Harassment Prevention Training (Seasonal)	See Above. This session is designed for Seasonal MPS Employees and will satisfy the new law requirement for two years. The format will be a interactive online course and will require each participant to use a computer with speakers or headphones, microphone (preferred), and video camera (optional). Participation will be tracked by individual responses to true/false questions and scenario discussions throughout the course.	online (or in-person, as requested)	varies (approx 14 times per year April - Sept)
<b>Other compliance training currently available</b>			
<b>Class</b>	<b>Description</b>	<b>Delivery Method</b>	<b>Frequency</b>
Maryland Driver Training (Classified/LTC)	General course for Drivers of State Vehicles – trains on basic guidelines/ policies for operating state vehicles. Classified and Long-term contractual employees will receive this training on the HUB and must complete the course every 5 years	online	as requested
Maryland Driver Training (Seasonal)	General course for Drivers of State Vehicles – trains on basic guidelines/ policies for operating state vehicles. Annual requirement for seasonals and volunteers via Moodle.	online	as requested

Trail Training			
In Person			
Class	Description	Delivery Method	Frequency
Trail Design	The Principles of Sustainable Trails: rolling contour trails, the half rule, ten percent average guideline, maximum sustainable grade, and grade reversals. <ul style="list-style-type: none"> <li>• Clinometers: how to measure grade</li> <li>• Soils</li> <li>• The trail design process</li> <li>• Way finding</li> </ul> Practical exercises include: <ul style="list-style-type: none"> <li>• Learning the clinometer</li> <li>• Identifying control points</li> <li>• Planning contour routes</li> <li>• Walk and flag the corridor</li> <li>• Review</li> </ul>	8 hours - field	Spring and Fall as needed
Trail Construction	Trail Construction powerpoint and discussion on the following topics: <ul style="list-style-type: none"> <li>• Tool safety, proper attire and other needs</li> <li>• Corridor clearing and proper pruning</li> <li>• Moving dirt, full bench cut construction</li> <li>• The backslope</li> <li>• The tread- soils, outsloping and removing rocks, roots and stumps</li> <li>• Turns</li> <li>• Elevating trails and stream crossings</li> <li>• Reclaiming trail</li> </ul> Practical exercises include: <ul style="list-style-type: none"> <li>• Full bench cut construction.</li> <li>• Reclaim 200 feet of old trail.</li> <li>• Project review</li> </ul>	8 hours - field	Spring and Fall as needed
Trail Maintenance	Trail Maintenance powerpoint and discussion on the following topics: <ul style="list-style-type: none"> <li>• Tools and tool safety.</li> <li>• Trail assessments</li> <li>• Maintaining the corridor and proper pruning</li> <li>• Surface water control –knicks, rolling grade dips, armoring, waterbars, and maintaining the drain</li> <li>• Tread maintenance – berms, and outsloping</li> <li>• Man- made structures – bridges, culverts, boardwalks etc...</li> <li>• Relocating problem sections of trail</li> </ul> Practical exercises include: <ul style="list-style-type: none"> <li>• Tools and safety instructions</li> <li>• Trail assessment</li> <li>• Corridor clearing</li> <li>• Drainage solutions – de-berming trail, installation of knicks, rolling grade dips and armoring a stream crossing</li> <li>• Assessment and maintenance of man-made structures</li> <li>• Project review and discussion on outreach and volunteers</li> </ul>	8 hours - field	Spring and Fall as needed
Virtual			

Class	Description	Delivery Method	Frequency
All Trails	Preparatory class for those taking field trail training – provides background on trail design, construction, and maintenance – shares general trail philosophy	online	as requested
Trail Grants	Finding and writing grants with a focus on recreational trail grants. Identification of projects, review requirements, grant writing, and grant management and closeout.	online	as requested

Miscellaneous Training			
Class	Description	Delivery Method	Frequency
Active Shooter for Civilians	Provides background on the Active Shooter, teaches See Something Say Something and Run, Hide, Fight Techniques if faced with an active shooter situation. Taught by NRP ALERRT Level 1 instructor, certified to instruct CRASE (Civilian Response to Active Shooter Events)	4 hours - classroom	varies
Close Quarters Defense	Provides basic defensive techniques for civilian personnel – geared towards personal protection. Supervisor approval is required. Taught by CQD staff at private training facility.	24 hours (Intro) or 16 hours (Refresher)	varies
Coaching 101	Two part training covering basic communication techniques, listening, different types of coaches, and conflict resolution.	2 days - classroom	varies
Coaching for Supervisors	Basic Coaching Techniques to improve employee engagement: conflict Resolution, listening techniques, complaint handling, rumor management, performance coaching and documentation.	3 days - classroom	varies
EEO Basics	In-service Class - Basics of Equal Employment Opportunity, includes introduction to EEO Laws and Regulations, Protected Classes, Role of EEO in the workplace, Etc. Included in Core Training.	3 hours classroom	varies
EEO for Supervisors	In-Service Class - Basics of Equal Employment Opportunity, includes introduction to EEO Laws and Regulations, Protected Classes, Role of EEO in the workplace, discusses the Supervisor's role in EEO	3 hours classroom	varies
Ethics	Review basic ethics as related to State Government – Situational analysis is part of the class.	3 hours	varies
Foundation for Search Operations	This course covers the basic techniques of search and rescue, mapping, compass and grid reader work. Note: This is a two-day class that includes classroom and field activities. Please dress appropriately for the weather.  SAR Tech III Certification is available through NASAR. LTC and classified MPS employees who pass the exam will receive certification at no personal cost. All others must pay the \$70 certification fee and take the online exam to receive a NASAR certificate. Instructions to complete the NASAR exam will be reviewed during the class session.	16 hours - classroom and field	twice annually: Spring and Fall
Harassment Prevention for Supervisors	A basic review of the different types of harassment, sexual, bullying, digital. Identifies situations that would be considered harassment and discusses how supervisors should handle those situations.	3 hours	varies
Historic Weapons Training	Initial and bi-yearly update training for black powder safety officers for 18th and 19th century weaponry. Instructors are experienced Historic Weapons Safety Officers, who have attended National Park Service trainings for these interpretive disciplines. Open to outside Maryland Agencies.	40 hours - classroom and field	every two years
Instructor Trainer Course - MPS Designed	Preparatory training for new MPS Training instructors; provides background in course design, lesson plan development, PowerPoint design and usage, public speaking, classroom management and course delivery. Two presentations evaluated as part of the curriculum.	40 hours - classroom	as needed
Natural-IST (formerly Interpretive Training)	Seasonal Training in Interpretation and the current philosophy, and stewardship initiatives for the MD Park Service. Training is primarily directed to seasonal interpretive personnel. Campfire programs, leading hikes, roving interpretation, environmental education techniques, use of Project Wet, Wild, etc. materials etc.	16 hours	Spring
Leave No Trace - Awareness Workshop	Leave No Trace Principles are taught – students generally prepare programs that teach the 7 principles of leave no trace.	varies (1-5 hours classroom)	on request
Leave No Trace - Trainer Class	Leave No Trace Principles are taught by master trainers – students generally prepare programs that teach the 7 principles of leave no trace.	2 days classroom	on request
Maryland Park Service Core Training	On-boarding Training for new classified and LTC hires – Covers such things as MPS Policies, EEO/Bullying, Ethics, MPS History, CISM, Voluntary Compliance, Customer Service, current Interp Initiatives and includes meet and greet with the Superintendent.	20 hours - virtual	twice annually: Spring/Summer and Fall/Winter
Maryland Park Service Ranger School	Four weeks of blended learning (virtual & residential training) – that focuses on the primary jobs of the Maryland Park Ranger- Operations, Maintenance, Interpretation and Customer Service – includes team building, personal challenges, and scenario based training. Pre-requisites include Core Training, EMR, and Foundation for Search Operations; Close Quarters Defense is recommended but optional.	200 hours - classroom and field	annually or every two years: Winter (sometimes Spring or Fall)
Scales and Tales	Trains on the handling, care, and interpretation of birds and reptiles that are part of the Scales and Tales program. Includes transport, working with visitors, aviary management, etc. Hours vary on which aspects are being taught.	8-16 hours	multiple offerings each year

Small Craft Safety: Canoe & Kayak	<p>The Small Craft Safety course, which uses the materials and methods developed by the American red Cross but does not confer an ARC certificate, includes a core lesson of basic water rescue knowledge and skills needed for self-rescue and assisting others in addition to information on small craft accident prevention, trip planning, supervision and emergency preparation and response. Participants will also gain knowledge and practice of in-water skills needed to respond to canoe and kayak specific emergencies involving capsized and swamped canoes/kayaks, re-entry into vessel from the water, and boat over boat rescues. This course is delivered in traditional, in-person course format over a period of two consecutive days (Or in a blended learning format including an online pre-course). Participants will receive a digital certificate valid for three years upon successful completion of written testing and in-water skills evaluation. The Small Craft Safety course does not cover the knowledge and skills needed to be certified as a lifeguard.</p> <p>Participants must pass a pre-course swimming skills test that includes:</p> <ul style="list-style-type: none"> <li>• 25-yard swim (any stroke) while wearing a lifejacket.</li> <li>• 25-yard swim (any stroke) without wearing a lifejacket.</li> <li>• Tread water or float for 1 minute without wearing a lifejacket.</li> </ul> <p>Participants must pass a prerequisite boat handling skills test that includes:</p> <ul style="list-style-type: none"> <li>• Launching and boarding a canoe/kayak</li> <li>• Paddling forward, paddling backward, and turning</li> <li>• Returning to shore or pier</li> <li>• Straight line solo paddling is also required</li> </ul> <p>What to bring: bathing suit or clothes you are comfortable swimming in, towels, water shoes (required), bag lunch, bottled water, sunscreen/bug spray, and appropriate size life jacket (if you have one).</p>	1-2 day water-based	4-6 offerings annually
Traffic Direction	Provides Basic Techniques for Traffic direction, use of safety cones and safety flares.	6 hours - blended learning virtual classroom and field exercises	as needed
Voluntary Compliance/Situational Awareness	Basic techniques for exercising the authority of the resource, verbal techniques similar to verbal judo are taught, and recognition of hazards and techniques for moving out of a potential volatile or law enforcement situation	6 hours; shorter refreshers	varies
Yoga – Stress Management	Participate in instructor lead yoga and/or meditation class. Learn the basics of teaching yoga and meditation and practice teach.	2-4 hours	varies

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