

CSHO Progression Notebook

Instructions: Save the OPN 64 Excel Spreadsheet to your computer desktop. You will use this spreadsheet to track and document your training progress until you are formally “released”.

***Note:** Upon release, you are to “pdf” or scan your spreadsheet(s) and send to Marcy Collyer (marcy.colluer@labor.nc.gov) to add to your training records. She does not need your original spreadsheet(s).*

During your first year in training, you will be sharing this with your district supervisor upon their request. You will also be required to submit this spreadsheet to your bureau chief at your six-month training progression review and when being recommended for “cut loose”.

***Note:** The six-month meeting with the bureau chief will be scheduled by you and your supervisor.*

To access your training record, go to the [Training Records Database](#).

Tab 2 – Training Records

- OPN 64 Excel Spreadsheet (***Note:** This should be a printout of all the worksheets including summary, core courses, additional courses, required activities, inspections, and equipment.*)
- ETTA Training Record