



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

Office of Trust Services
Division of Land Titles and Records
Branch of Geospatial Support

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<http://www.bia.gov/WhatWeDo/ServiceOverview/Geospatial/index.htm>



Branch of Geospatial Support GEOSPATIAL TRAINING SCHEDULE APRIL 2015–SEPTEMBER 2015

Version: 27 APRIL 2015

The Branch of Geospatial Support (BOGS) provides training to BIA employees and employees of federally recognized Tribes. There is no tuition cost for this training. Training equipment and training materials are provided by the BOGS. Expenses for transportation, hotel accommodations, and meals are the responsibility of the participant's organization. Training courses are available at the BOGS Training Facility in Lakewood, Colorado and at various field locations per request and availability. The training schedule is subject to change at the discretion of the BIA.

REGISTRATION

Due to the high demand for training, please register early to help ensure placement in the requested course.

- To register for a course, email or fax the completed and signed registration form (on page 8) to geospatial@bia.gov or 303-231-5229. Only one person and course per registration form. No registrations will be accepted over the phone. Please note the cancellation and absence policy (on page 2).
- Once the registration form is received, you will receive an email letting you know that the registration is being processed. If you do not receive this email within 24 hours of sending in your registration, please contact the BOGS Help Desk at geospatial@bia.gov or 1-877-293-9494 to make sure the registration form was received.
- Confirmations are sent via email approximately 4 weeks before the start of a course. Please do not make travel arrangements until enrollment confirmation is received.
- If we are unable to enroll you, an email will be sent indicating that your name will remain on the waitlist for the course. Should space become available, you will be contacted by the registrars. This does not put you on the waitlist for other courses.
- Should your contact information change, please contact the BOGS Help Desk.
- BIA Attendance Policy requires at least 80% attendance in order to receive a certificate.
- If you are absent for more than eight hours without notification during the course, your manager or organization may be contacted due to safety protocol.

TRAINING AND REGISTRATION POLICIES

REGISTRATION PRIORITY

Courses taught at the BOGS Lakewood Training Facility are filled on a first-come, first-served priority. All other course enrollment is based on the following policy. Up to ½ of the class will be filled honoring tribal priority within 120 miles and then within the BIA region of the training location, while the remainder will be filled on a first come first serve basis with the following priority:

- 1) **Tribal and BIA employees within 120 miles** of the training location
- 2) **Tribal and BIA employees within the BIA region** of the training location
- 3) **Tribal and BIA employees from outside the 120-mile radius and outside the BIA region** of the training location

Classes are filled on a first-come, first-served basis without priority if not full upon confirmation. All registrations are confirmed approximately 4 weeks before the start date of the course based on the above policies.

COURSE PREREQUISITES

To fulfill a course PREREQUISITE, refer to the course description for the specific class that you want to sign up for. There may be both instructor-led and ESRI Virtual Campus course (see *ESRI Virtual Campus Courses* below) options that fulfill course prerequisites. If the prerequisite is completed through venues other than the BIA or is web-based, a copy of your Certificate of Completion is required in order to enroll in the class. It is requested that a copy of the certificate accompanies your faxed course registration form (see page 8), but a copy must be faxed to the registrars no later than four weeks prior to the start of the course. Failure to complete the prerequisites may result in the denial of enrollment.

ESRI VIRTUAL CAMPUS COURSES

ESRI Web-based, Virtual Campus GIS courses are available, at no cost, through the current Enterprise License Agreement (ELA) between ESRI and the Department of the Interior (DOI). For more information please see the BOGS product list, found online at <http://www.bia.gov/WhatWeDo/ServiceOverview/Geospatial/index.htm>, or contact the BOGS Help Desk at 1-877-293-9494 or geospatial@bia.gov for a list of courses and an order form.

CANCELLATIONS and ABSENCES

Due to the high demand for training, the BIA has implemented a Cancellation Policy and an Absence Policy.

Student Cancellation Policy

If you are unable to attend a course for which you are registered, the BOGS registrars must receive your cancellation a minimum of one week before the start of the course for which you are registered. If the BOGS does not receive the required notice of cancellation, it may result in the denial of your registration for other courses. If you need to cancel a course you are registered for, please contact the BOGS Help Desk at 1-877-293-9494 or geospatial@bia.gov.

Student Absence Policy

Not attending a course for which you have been accepted may result in the denial of your registration for other courses.

If you are absent for more than eight hours during the course without notifying the instructor, your manager or organization may be contacted with respect to safety protocol.

BIA Cancellation Policy

In certain situations, it may be necessary for the BIA to cancel a course due inclement weather, low enrollment, or other unforeseeable circumstances. In the event of a cancellation, the BIA will make every effort to cancel the course before confirmation information is sent out.

CERTIFICATE OF COMPLETION

A Certificate of Completion will be issued for each course completed. BIA Attendance Policy requires at least 80% attendance in order to receive a certificate.

HOSTING TRAINING

If your organization is interested in hosting training, please contact the help desk at geospatial@bia.gov or 1-877-293-9494 to obtain a Request for Training form. Please return the filled out form to the geospatial@bia.gov. Because of the high demand for training, the BIA prefers that at least 10 individuals in the area to be interested in taking the course. You may contact other departments within your organization as well as other Tribes, Tribal Entities, and BIA Agency offices to include additional students. To host training, you will need to provide the BOGS with a facility equipped with chairs, tables, and electricity for up to 12 students as well as a projectable surface such as a projector screen, dry erase board, or white wall. The Bureau of Indian Affairs will provide all laptops and training materials. No internet connection is required at this time. Classes held at Tribal Facilities or on Tribal Land will require a signed Letter of Permission once training dates have been established. Verbage for this letter can be obtained from the BOGS Help Desk.

Once the Request for Training form is returned to the BOGS, the BOGS will try to honor the requests in the order they are received. Due to the high demand for training there is a wait list for training in addition to schedules being published in 6-month increments (see Schedule Releases section below). Therefore, if you are interested in training, you are encouraged to submit a request for

training as soon as reasonably possible.

SCHEDULE RELEASES

Once the schedule has been approved, some flexibility must remain to allow for adjustments; therefore the training schedule is subject to change at the discretion of the BIA. It is the policy of the BIA to release the upcoming schedule of classes on a bi-annual basis, releasing the schedule for a given half-year by the beginning of the previous quarter. You may look for schedule updates by the beginning of the quarter prior to the start of classes for that given schedule. You can find the current schedule(s) online at <http://www.bia.gov/WhatWeDo/ServiceOverview/Geospatial/index.htm>.

MAXIMUM CLASS SIZE

In accordance with industry standards the BIA has set a maximum class size of 12 students for all courses, except GPS courses, which have a maximum class size of 8 students. This allows the BIA the best opportunity to provide efficient and effective training.

CONFERENCE COURSES

Some courses are scheduled in conjunction with conferences. These courses may be specially designed for conferences and may not be available for future offerings. Furthermore, these courses may be subject to registration policies other than the BOGS registration policy. Registration policy exceptions are generally noted at the bottom of page 5. Contact the BOGS Registrar at 1-877-293-9494 or geospatial@bia.gov for each conference's registration information or who to contact in order to register.

SUMMARY OF COURSE OFFERINGS

ESRI-CERTIFIED COURSE OFFERINGS

ESRI has discontinued the ESRI Certified Training Program (CTP), which means that the BOGS will no longer be able to teach the ESRI Certified courses. The ESRI CTP was completely discontinued as of December 2014.

BOGS COURSE OFFERINGS

The BOGS has shifted from the ESRI CTP Materials to other training material including material created in house and material created by ESRI Press. The BOGS has found the new course materials, in many ways, to be more relevant to the tribes and BIA. The BIA will continue to update and improve these courses as resources allow, balancing between development and training. The BOGS looks forward to continuing to serve its customers with updated, high-quality trainings and training materials.

Level	Course Offering	Version	Description	# of Days	Prerequisite
<i>Beginner</i>	<i>Principles of GIS</i>	10.2.2	A basic course intended for those new to GIS or with some GIS experience.	4	Comfortable using Windows-based software.
<i>Intermediate</i>	<i>Introduction to Cartography*</i>	10.2.2	In-depth map design using ArcMap 10.2.2.	4	<i>Principles of GIS, ArcGIS Desktop 1, or Learning ArcGIS Desktop 10.0</i>
<i>Beginner</i>	<i>Introduction to GPS**</i>	10.2	A quick hands-on course highlighting the use of Trimble Juno GPS Units with ArcPad 10.2.	1	Comfortable using Windows-based software.
<i>Beginner</i>	<i>Editing in ArcGIS **</i>	10.2.2	Workshop focused on editing and digitizing as related to timber sales data.	1	Previous experience or training with ArcGIS Desktop.

***Course has a course prerequisite.**

****Special course offerings for conferences.**

COURSE DESCRIPTIONS

BEGINNER - PRINCIPLES OF GIS, V10.2.2

Principles of GIS is a four day technical course developed by the BIA based on the ESRI Press course material. This four day course teaches the fundamental concepts and basic functions of GIS. Students will develop basic software skills by working with ArcGIS Desktop 10.2.2 to symbolize and create a basic map, work with different types of geographic data, create and edit vector data, and utilize basic analysis tools.

COURSE GOALS:

- Understand what GIS is, what it can do, and how others are using it.
- See how your organization can benefit from a GIS.
- Create a basic GIS map.
- Work with different types of geographic data.
- Access information about geographic datasets and features.
- Apply a systematic approach to analyzing data in order to find patterns and relationships.

WHO SHOULD ATTEND:

- Individuals who do not have any prior GIS education or workplace experience with GIS.
- GIS support staff, and anyone else who needs to understand how GIS fits into their organization.

PREREQUISITES: Students should be comfortable using Microsoft Windows-based software such as Microsoft Office and Microsoft Excel. Students should be comfortable opening files, saving files, copying files, deleting files, navigating the windows folder structure, and using basic mouse functions such as right-clicking, left-clicking, and double-clicking.

INTERMEDIATE - INTRODUCTION TO CARTOGRAPHY, V10.2.2*

Introduction to Cartography is a four day technical course developed by the BIA. This course emphasizes the advanced techniques involved in effectively communicating the results of geospatial analysis through paper map production, as well as through a variety of digital representations. Areas discussed are design, layout, symbolization, color theory, text and annotation usage, overall theme communication, data-driven pages, and cartographic representation. Course format consists of delivery and discussion of lecture material and detailed software exercises following each lecture topic. An additional highlight of the course is the interactive class critique of printed draft map versions and final digital map products produced in the exercises.

COURSE GOALS

- Conceptual map design and effective map communication
- Advanced color, symbology, and text concepts and application
- Achieving visual balance with effective map element arrangement
- Draft and final map product critique and output

WHO SHOULD ATTEND:

- Individuals who have workplace experience with GIS and need to make maps as part of their job description.

PREREQUISITE: Students must have completed *ArcGIS Desktop I: Getting Started with ArcGIS, Principles of GIS, Learning ArcGIS Desktop 10.0*, an equivalent course, or have equivalent professional experience.

BEGINNER - INTRODUCTION TO GPS, V10.2**

This one day course presents ArcPAD tools and functionality for GPS work. Using ArcPAD 10.2, Trimble Juno 3b units, and ArcGIS Desktop 10.2.2, this course will combine lectures, hands-on field exercises, and hands-on course exercises to give a better understanding of the principles of GPS and GPS fieldwork. Students will follow the GPS/GIS workflow to prepare data, create templates, update data, and transfer data back to ArcMap.

COURSE GOALS

- Read a GPS unit and use the ArcPad Interface
- Add GPS field data
- Discuss how GPS works and how GPS can benefit your organization.

- Create and manage shapefiles in ArcPAD
- Apply the workflow involved in GPS work

WHO SHOULD ATTEND:

- Individuals who need to have a basic understanding of GPS or use GPS as part of their job description.

PREREQUISITE: Students should be comfortable using Microsoft Windows-based software.

BEGINNER – EDITING IN ARCGIS, V10.2.2**

This 1 day workshop will review the process of editing timber sales data using an empty Geodatabase dataset and show how to create new data.

COURSE GOALS

- Setting up the map
- Obtaining imagery and timber data models
- Snapping
- Basic Digitizing (landings, access roads and timber sale areas)
- Adding table data
- Creating new data
- Methods of exporting for use in a field units.

WHO SHOULD ATTEND:

- Foresters and forestry technicians who have some workplace experience with GIS and need field maps and office maps as part of their responsibilities.

PREREQUISITE: Students should have some previous experience or training in ArcGIS Desktop.

****Course has a course prerequisite.***

*****Special course offerings for conferences.***

APRIL 2015 – SEPTEMBER 2015
TRAINING SCHEDULE

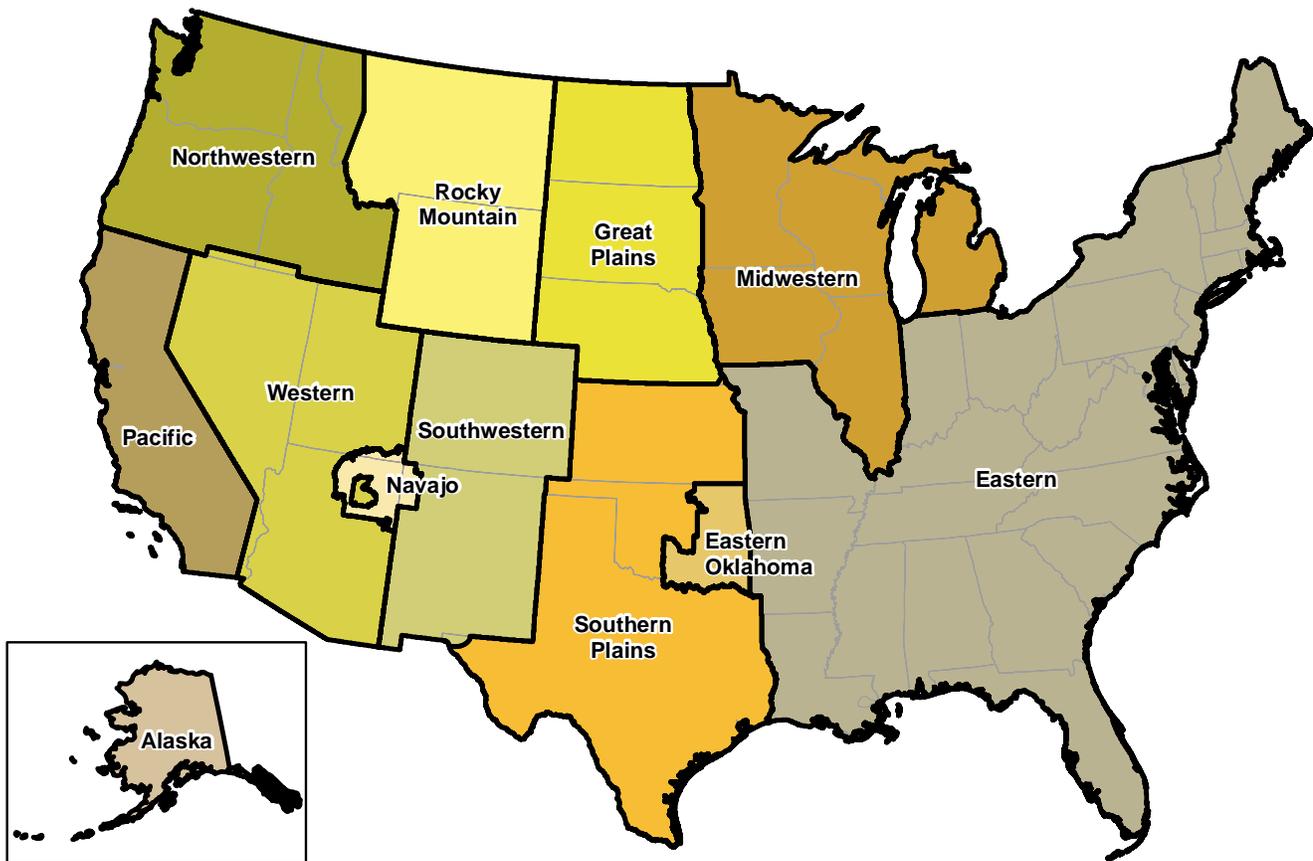
Level	Region / Field Location	Course	Date
Beg.	To Bridge A Gap Conference Special Offering** Wyandotte, OK	<i>Introduction to GPS</i>	Mar 30, 2015
Beg.	University of Alaska - Fairbanks Anchorage, Alaska	<i>Principles of GIS</i>	Apr 21-24, 2015
Beg.	Pyramid Lake Paiute Tribe Nixon, NV	<i>Principles of GIS</i>	May 18-21, 2015
Beg.	National Indian Timber Symposium Special Offering** North Bend, OR	<i>Editing in ArcGIS</i>	Jun 8, 2015
Beg.	BOGS Lakewood Training Facility Lakewood, CO	<i>Principles of GIS</i>	Jun 22-25, 2015
Beg.	BOGS Lakewood Training Facility Lakewood, CO	<i>Principles of GIS</i>	Jul 6-9, 2015
Beg.	BOGS Lakewood Training Facility Lakewood, CO	<i>Principles of GIS</i>	Aug 10-13, 2015
Int.	BOGS Lakewood Training Facility Lakewood, CO	<i>Introduction to Cartography*</i>	Sep 14-17, 2015

All courses are taught in ArcGIS version 10.2.2 and ArcPad 10.2 unless otherwise indicated.

* Indicates course has a prerequisite.

**Indicates this is a special course offered in conjunction with the GIS Conference. This course may require conference registration and attendance. Course may be subject to policies other than the BOGS policies. Contact the BOGS Registrar at 1-877-293-9494 or Geospatial@bia.gov for each conference's registration information or who to contact in order to register.

BUREAU OF INDIAN AFFAIRS REGIONAL MAP



ABOUT THE INSTRUCTORS

All instructors have the following minimum certifications:

- ESRI Certified ArcGIS Desktop Technical Associate
- CompTIA Certified Technical Trainer (CTT+)
- Bachelor's or Master's Degree in a relevant field
- 5+ years of GIS experience

