GEOSPATIAL TRAINING BROCHURE

Bureau of Indian Affairs' (BIA) Branch of Geospatial Support (BOGS) provides Esri instructor led in person and online geospatial training for employees of federally recognized tribes and BIA employees within the Office of Trust Services (OTS). Tuition, equipment, and training materials are provided by Esri & BOGS at no cost to students. Expenses for transportation, hotel accommodations, and meals are the responsibility of the student's organization. For 2020, in order to more effectively deliver more classes across a wider range of topics, training courses will be provided across regional offices and through online classrooms. Contact the Geospatial Help Desk at 1-877-293-9494 with any questions.

TRAINING AND REGISTRATION POLICIES

REGISTRATION

It is assumed that prior to registration for any BOGS course offerings, prospective student has access to necessary ArcGIS software (ArcMap 10.6 and/or ArcGIS Pro Desktop) and a My Esri account for e-learning. Tribal Employees can obtain ArcGIS software by completing and submitting this form to BOGS. BIA employees can obtain ArcGIS software by completing and submitting this form to BOGS. If a prospective student does not have a My Esri account, obtain one here. BOGS will connect your My Esri account to BIA's organization and use it to assign course learning plan and track required course prerequisite completion progress.

Once a prospective student has necessary software and My Esri account, submit registration form to BOGS indicating which class student is interested in taking. BOGS will then assign desired courses corresponding e-learning plan to students My Esri account. All prerequisite e-learning materials for the prospective course must be completed prior to course enrollment. Student will receive a confirmation email once registration has been received to notify them that it is being processed. If a prospective student does not receive a processing email within 24 hours, contact the Geospatial Support Help Desk at geospatial@bia.gov or 1-877-293-9494 to ensure registration form was received. Enrollment confirmations are sent via email approximately four weeks before the start of a course. Please do not make travel arrangements until you receive your enrollment confirmation. If BOGS is unable to enroll a prospective student, an email will be sent indicating that the student will remain on the waitlist for the course. Should a space become available, prospective students will be contacted by the registrar.

Class Registration Process Summary:

- **Step 1:** Obtain ArcGIS Software and My Esri account
- **Step 2:** Submit registration form to BOGS for the class you are interested in attending
- **Step 3:** You will be registered into the e-learning plan for that class
    - Learning plans can only be accessed, completed, and tracked via my academy in your My Esri account
- **Step 4:** Complete required course prerequisite work in course e-learning plan
- **Step 5:** Await acceptance and enrollment into course
    - If you are accepted into class you can make your travel arrangements

REGISTRATION PRIORITY

BOGS honors all training requests from employees of federally recognized tribal entities and employees of the BIA. The order in which the student registrations are received, proximity to the training location, and host constraints will be taken into consideration. If BOGS is unable to enroll you in your requested course, you will be placed on a waitlist.

BOGS ATTENDANCE POLICY

BOGS Attendance Policy requires at least 80% attendance in order to receive a certificate of completion. A certificate will be issued for each course completed. If you are absent for more than eight hours during the course without notifying the instructor, your manager or organization may be contacted per BOGS's safety protocol.

STUDENT CANCELLATION POLICY

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

COURSE CANCELLATION POLICY

In certain situations, it may be necessary for the BIA to cancel a course due to 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 enrollment confirmation information is sent.

SUPPLEMENTAL INFORMATION

SCHEDULE RELEASES

You can find the current Geospatial Training Schedule and any changes online at https://www.bia.gov/gis

HOSTING TRAINING

Potential may exist in 2021 for training to be hosted at a tribal location. If your organization is interested in hosting training, please contact the Geospatial Support Help Desk at 877-293-9494 or geospatial@bia.gov to obtain a Request to Host Geospatial Training form. BOGS will provide all laptops and training materials and will contact you to coordinate the best time and location that best accommodates your needs.

INSTRUCTOR CREDENTIALS

All instructors have achieved one or more Esri technical certifications as well as CompTIA CTT+ certification.

GIS Proficiency Level				Recomended Position Type Audience		
Beginner	**Intermediate**	**Advanced**		**Technical & Entry Level Positions**	**Midlevel Career Positions**	**Experienced Profesional Positions**

2020 Course Catalog — 2020 Course Schedule

In Person Instructor Led Class Name	Course Description	Prerequisite Online E-learning Classes to Complete Before Taking In Person Instructor Led Class	Number of in Person Instructor Led Class Offerings from Jan to June	Offering	Location	Dates
Introduction to GIS	Learn fundamental concepts that underlie GIS technology and geographic data. In this course, you will gain experience using GIS maps to visualize and explore real-world features; analyze data to answer questions and create new information; and share maps, data, and other resources so they can be easily accessed throughout your organization.	GIS Basics (2.5-hour web course) / ArcGIS Online Basics (2-hour web course)	Four	1	Southwest BIA Office, Albuquerque, NM	Feb 27 - 28, 2020
				2	Southwest BIA Office, Albuquerque, NM	March 18 - 19, 2020
				3	Pacific Regional Office, Sacramento, CA	May 12 - 13, 2020
				4	Alaska Regional Office, Ankorage, AK	June 17 - 18, 2020
ArcGIS Pro: Essential Workflows	This course assumes completion of "Introduction to GIS Using ArcGIS" or equivalent knowledge. Extend your foundational GIS knowledge, get comfortable with the ArcGIS Pro application, and explore some of the most common GIS workflows. This course introduces techniques and general best practices to map, manage, analyze, and share data and other GIS resources. Hands-on exercises will give you the experience needed to efficiently work with ArcGIS Pro.	Getting Started with ArcGIS Pro: A Quick Start Guide to Downloading, Installing, and Licensing ArcGIS Pro / ArcGIS Pro Terminology Guide / ArcGIS Pro Basics (1-hour web course) / Displaying Data in ArcGIS Pro (1-hour web course) / Querying Data Using ArcGIS Pro (30 minute web course)	Two	1	BOGS, Lakewood, CO	March 17, 18, 19, 2020
				2	Southwest BIA Office, Albuquerque, NM	May 19, 20, 21, 2020
Migrating from ArcMap to ArcGIS Pro	This course assumes significant ArcMap experience. If you are brand-new to ArcGIS Desktop, take "ArcGIS Pro: Essential Workflows" instead of this course. With faster tools and integrated 2D and 3D capabilities, ArcGIS Pro will streamline your GIS projects. This course prepares experienced ArcMap users to be productive right away. Learn essential ArcGIS Pro terminology and concepts and how to efficiently complete a variety of tasks related to mapping, editing, analyzing, and sharing geospatial data and resources.	ArcGIS Pro Migration Guide / ArcGIS Pro Terminology Guide / Going Pro: ArcGIS Pro Essentials for ArcMap Users (1-hour video) / Getting Started with ArcGIS Pro (5.5 hour web course)	Two	1	Eastern Oklahoma Regional Office, Muskogee, OK	March 24 - 25, 2020
				2	Navajo Regional Office, Gallup, NM	April 22 - 23, 2020
Field Data Collection and Management Using ArcGIS	This course assumes completion of Introduction to GIS Using ArcGIS or equivalent knowledge. Learn how ArcGIS supports a complete field data management workflow—from the office to the field, in the field, and back to the office. You will learn best practices to configure and deploy ArcGIS field-productivity apps to meet your data-collection needs. You will have the opportunity to use your own iOS or Android device to complete some course exercises.	ArcGIS Apps for the Field: An Introduction (1-hour video) / Survey 123 for ArcGIS: Author a Survey on the Web (1-hour web course) / Field Data Workflows with Collector for ArcGIS (1-hour video)	Two	1	Western Regional Office, Phoenix, AZ	March 10 - 11, 2020
				2	Rocky Mountain Regional Office, Billings, MT	June 16 - 17, 2020

2020 Online Classes

2020 Online Class Course Catalog — 2020 Online Course Schedule

Online Instructor Led Class Name	Course Description	Prerequisite Online E-learning Classes to Complete Before Taking Online Instructor Led Class	Number of Online Instructor Led Class Offerings from Jan. 1 - June 30, 2020	Offering	Location	Dates
Managing Geospatial Data in ArcGIS	This course assumes completion of "ArcGIS Pro: Essential Workflows" or "Migrating from ArcMap to ArcGIS Pro". This course takes you on an in-depth exploration of the geodatabase, the native data storage format for ArcGIS software. Best practices to create a geodatabase to centrally store and efficiently manage your organization's authoritative geospatial data are covered. You will develop skills needed to configure unique geodatabase features that ensure data integrity and accuracy over time and a thorough understanding of file and enterprise geodatabase capabilities.	Getting Started with Data Management (1.5-hour web course) / Getting Started with the Geodatabase (3.5-hour web course) / Integrating Data in ArcGIS Pro (1-hour web course) / Managing Raster Data Using ArcGIS (2-hour web course)	1	1	Online	May 13 - 14, 2020
Creating and Editing Data with ArcGIS Pro	This course assumes completion of "ArcGIS Pro: Essential Workflows" or "Migrating from ArcMap to ArcGIS Pro". This course teaches best practices to create accurate geographic data and maintain it over time. You will get ample hands-on practice with a variety of ArcGIS Pro tools that streamline the editing process and decrease the potential for errors when updating your GIS database.	ArcGIS Pro: Editing Essentials (1-hour video) / Editing Basics in ArcGIS Pro (2-hour web course) / Editing 3D Features Using ArcGIS Pro (1-hour web course)	1	1	Online	June 23 - 24, 2020

TRAINING COURSE REGISTRATION

The Branch of Geospatial Support (BOGS) provides geospatial training for employees of federally recognized tribes and to Office of Trust Services (OTS) supported functions within the Bureau of Indian Affairs (BIA). To register, a registration form must be completed for each course of interest. Email the completed registration form to **geospatial@bia.gov** or fax to **Attn: Registrar** at **303-231-5229**. Processing emails are sent within 24 hours. Confirmations are sent via email or fax approximately six weeks before the start of the course. **Please do not make travel arrangements until enrollment confirmation is received.**

All applicable fields must be completely filled in or delays in enrollment will occur.

Course Information (one registration form per course)

Course Name (select one):

Course Location:	**Course Date:**

Student Information (one registration form per student)

Student Name:	**Job Title:**

Employer (select one): ◯ BIA ◯ Tribal	**Email Address:** (the one associated with your My Esri Account)

Tribe or BIA Agency of Employment:

Department:

City, State:	**Zip Code:**	**Telephone:**

Current Job Duties (check all that apply)

☐ Drones/UAVs/FAA	☐ Remote Sensing	☐ TAAMS/PLSS
☐ Environmental	☐ Risk Analysis	☐ Web Development
☐ Facilities Mgmt	☐ Satellite Analysis	☐ Other
☐ Feature Extraction	☐ SDE/Server/ Versioning	
☐ GIS Administration	☐ Soil Conservation	
☐ GPS	☐ Statistical Analysis	
☐ Land Mgmt	☐ Surveying/GPS	
☐ LiDAR		

Current Industry (check all that apply)

☐ Archaeology/Cultural	☐ Forestry	☐ Real Estate
☐ Business	☐ Geospatial	☐ Transportation
☐ Climate Change	☐ Health Services	☐ Utilities
☐ Education	☐ IT/Development/ Admin	☐ Water Resources
☐ Emergency Mgmt	☐ Natural Resources	☐ Water/Wastewater
☐ Engineering	☐ Planning/Zoning	
☐ Fire	☐ Police/911	
☐ Fish/Wildlife		

Supervisor Approval

Supervisor Name:	**Supervisor Telephone:**

Supervisor's Approval Signature (*Required*):	**Date:**

Student Confirmation

Prerequisite Policy: It is assumed that prior to registration for any BOGS course offerings, prospective student has access to necessary ArcGIS software (ArcMap 10.6 and/or ArcGIS Pro Desktop) and a My Esri account for e-learning. BOGS will connect your My Esri account to BIA's organization and use it to assign course learning plan and track required course prerequisite completion progress. All prerequisite e-learning materials for the prospective course must be completed prior to course enrollment.

Cancellation and Absence Policy: If you are unable to attend a course for which you are registered, the BOGS Registrar must receive your cancellation a minimum of one week before the start of the course for which you are registered. If the registrar does not receive the required notice of cancellation, it may result in the denial of your registration for future courses. If you need to cancel a course you are registered for, please contact the Geospatial Support Help Desk at geospatial@bia.gov or 877-293-9494. 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 per the BOGS's safety protocol.

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

I understand that this training event is subject to the Branch of Geospatial Support's Training Terms and Conditions. Full Terms and Conditions can be found in the BOGS Training Brochure and schedule at https://www.bia.gov/gis.

Student Signature (*Required*):	**Date:**

Please contact the Geospatial Support Help Desk at 877.293.9494 or geospatial@bia.gov for additional help.