

**INSTRUCTIONS FOR
LEAD BURN INSTRUCTOR APPLICATION
FORM NO. PBB-600**

All sections on the application must be completed, unless otherwise noted on the application and these instructions. Please return the completed application to TDA.

For assistance completing the application, call 1-800-TELL-TDA (835-5832). For the hearing impaired, call Relay Texas 1-800-735-2988 (voice) or 1-800-735-2989 (TDD/TT).

SECTION A

1. TDA LICENSES

If you have any type of license issued by the Texas Department of Agriculture, please indicate the license type(s) and number(s).

SECTION B

1. APPLICANT INFORMATION

Enter all applicable information.

2. MAILING ADDRESS

Enter the address at which the applicant receives general correspondence.

3. CONTACT INFORMATION

Please provide contact numbers and an e-mail address.

SECTION C

1. EMPLOYMENT INFORMATION

Provide the name and phone number of your employer.

2. EMPLOYER'S MAILING ADDRESS

Provide your employer's mailing address.

3. EMPLOYEE INFORMATION

Provide requested information.

SECTION D

1. ADDITIONAL EXPERIENCE

Provide answers to the requested information.

SECTION E

1. TRAINING

Provide information requested for courses you have taken.

SECTION F

1. TEACHING EXPERIENCE

Provide information requested for courses you have taught.

SECTION G

1. ADDITIONAL REQUIRED MATERIALS

Please verify that you have completed the application and attach the additional required materials to your Application (PBB-600).

Please attach to your application:

A copy of your resume and or CV.

One lesson plan or sample of course materials.

One burn plan of management scale, complete with one Post Burn Evaluation.

A list of references that can verify teaching abilities and prescribed burning experience.

For your Information:

A Burn Plan for one prescribed burn in which you have previously acted as the burn boss should include the following information:

- Tract Name / Burn Unit
- County
- Nearest City
- Nearest Intersection / GPS Coordinates
- Date
- Ownership Type (Federal, Private, Company, etc.)
- Acreage Size
- Smoke Dispersion Map
- Fireline Type and Approximate Length
- Ignition Type
- Suppression Equipment on Hand
- Personnel on Hand (# of people)
- Notifications Made
- Weather (Desired, Predicted and Actual)
- Fuel Type and Condition
- Special Considerations
- Ignition time, time the tract / burn unit was declared safe, time extinguished
- Objectives and Purpose of the burn
- Firing Sequence
- Contingency Plan

A Post-Burn Evaluation for one prescribed burn you previously acted as the burn boss should include the following information:

- Tract Name
- Date of Burn
- Date of Evaluation
- Desired Results / Actual Results
- Desired Intensity / Actual Intensity
- Injuries
- Escapes and action to contain
- Smoke dispersion map
- Smoke Issues / Action Taken
- Damages due to escape and remediation

Post-burn evaluations should answer the following questions but are not limited to:

- How did the actual prescribed burn deviate from the prescribed burn that was planned?
- What lessons were learned during each of these prescribed burns?
- Is there anything you would do differently for future prescribed burns?

Section H

1. SIGNATURE

After reading the summary, print and sign your name, and date the form. Your signature here indicates that you have read the summary and that you are aware of your responsibilities regarding the issuance of the requested license.
