



- COURSE:** Hybrid EMT Refresher (weekend)
- DATES:** March 21 and 22, 2015
County Testing: March 28, 2015
- TIME:** Saturday, 03/21 and Sunday, 03/22 - 08:00-16:00 hours
Saturday, 03/28 – 09:00 hours until completed
- LOCATION:** Loudoun County Fire & Rescue Training Center
- COURSE DESCRIPTION:** This course will be a hybrid class consisting of classroom hours and online hours done through CentreLearn, in order to meet the 36-hour requirement for recertification with VA OEMS. This course includes testing for local reauthorization. This course **Does Not Meet** the renewal requirements for NREMT.
- PREREQUISITES:** Currently certified VA EMT
- REGISTRATION:** Training Requests with copies of VA EMT and AHA Healthcare Provider card are due via e-mail to LCFRTRNG@loudoun.gov by C.O.B **Friday, March 6, 2015.**
- LCFR CONTACT INFORMATION:** Training Officer Stephanie Corbin at (571) 258-3791 or Stephanie.Corbin@loudoun.gov

The class student size is limited to a minimum of 6 and a maximum of 24.

PROCEDURE TO COMPLETE THE LCFR ELECTRONIC TRAINING REQUEST FORM

1. Open the electronic “Training Request Form” located on the Loudoun County Fire, Rescue and Emergency Management website (www.loudoun.gov/fire/) under the Training & EMS Division section. The site may be accessed from any computer with Internet access.
2. Complete all fields (gray boxes) of the Training Request Form under “Course Information” and “Applicant Data.” Hitting the “Tab” button upon completion of a field will move you to the next field.
3. Save the document to your computer in a place you will be able to locate it (i.e., “Desktop”) using the following format: {COURSE REQUESTED}{space}{YOUR FIRST INITIAL}{YOUR LAST NAME}. For example, if you are applying for Fire Fighter 1 and 2, and your name is John Doe, save as “FF1&2 JDoe and if you are applying for EMT-B and your name is Sally Smith, save as “EMT-B SSmith”.
4. Send an email with the completed Training Request form to your Career Battalion Chief, Volunteer Fire/Rescue Chief, or Station Training Officer, depending on your affiliation. **The Career Battalion Chief, Volunteer Fire/Rescue Chief, or Station Training Officer will send the completed and approved Training Request Form to LCFRTRNG@loudoun.gov.**
5. Copies of pre-requisites (i.e., certifications, proof of age, high school diploma, etc.) listed on the Training Announcement (TA) may be either mailed to the Course Coordinator listed on the TA via the county courier or scanned and attached electronically to the email submission of your Training Request Form.
6. Within three full working days of the registration closing date for each training course, the Course Coordinator or designee shall send an email to those who submitted a Training Request Form indicating whether the student is enrolled in the course, placed in a pending status, or denied entrance into the program. If enrolled, the time, date, and location of the first class, will be included. If enrollment was not granted, the email shall provide an explanation for the denial.
7. ALS programs require approval by the ALS Committee and the Operational Medical Director; therefore, students approved for ALS classes will receive email notification within the required time period indicating that their “paperwork” will be submitted to the ALS Committee, and will be notified whether they have been endorsed within three business days after the ALS Committee meeting and approval by the Operational Medical Director.

Chief Officers:

1. Upon review of your member’s/employee’s Training Request Form email, please forward your student’s completed Training Request Form with your endorsement or non-endorsement, to LCFRTRNG@loudoun.gov .
2. You **must** include in the subject line the name of the applicant and the course they are applying for (i.e., FF1&2 JDoe or EMT-B SSmith). Use this format for all correspondence concerning this student.
3. A separate e-mail for each course and applicant must be submitted to LCFRTRNG@loudoun.gov .

Training Requests will only be accepted after the Training Advisory for the class has been posted!

Any e-mail with multiple requests will be returned for individual submission.

Department of Fire, Rescue and Emergency Management
Teamwork Integrity Professionalism Service