



Loudoun County Fire and Rescue

Oliver Robert Dubé Fire & Rescue Training Academy
16600 Courage Court, Leesburg, VA 20175
Phone 703-737-8400 Fax 703-777-0235



TRAINING ADVISORY

POSTED: 01/03/2024

COURSE:	Paramedic for the AEMT Provider
DATES:	Thursday, May 2 – Thursday, December 12, 2024 Capstone: December 13, 2024 – June 10, 2025
TIMES:	Tuesday and Thursday evenings: 1830-2200 hours Sundays: 0800-1600 hours
LOCATION:	The Oliver Robert Dubé Fire and Rescue Training Academy 16600 Courage Court, Leesburg, VA 20175
COURSE DESCRIPTION:	This class is designed for operational system members who are locally authorized Advanced EMTs (AEMTs) to become certified as a National Registered and Virginia State certified Paramedic. See attached information sheet for further details.
PREREQUISITES:	<ul style="list-style-type: none">• Minimum age of 18 years. Provide copy of a valid driver's license or passport (proof that the minimum age of 18 has been met.)• Copy of current state certification as an AEMT. Providers who hold VA OEMS Intermediate certification may also be considered for the program.• Copy of a High School or General Equivalency Diploma.• Provide proof of successful completion of a college level Anatomy and Physiology course or equivalent of at least 3 credits.• Career employees must obtain written endorsement from their Battalion Chief. Volunteer applicants must submit a letter of endorsement from their Rescue Chief.
CLASS SIZE:	Minimum of 8 students, maximum of 16 students
REGISTRATION:	Training Requests (TRs) are due by <u>Monday, March 11, 2024</u> via email to LCFRTRNG@loudoun.gov . Training Requests must include copies of ALL required prerequisites. No TRs will be accepted after the posted application closing date. TRs not completely filled out and submitted with all the required supporting documentation will be returned for re-submittal.
LCFR CONTACT INFORMATION:	Training Specialist Rachel Short at 703-737-8187 or rachel.short@loudoun.gov

PROCEDURE TO COMPLETE THE LCFR ELECTRONIC TRAINING REQUEST FORM

1. Open the electronic [Training Request Form](#) located on the Loudoun County Fire and Rescue website the Training 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 Operational Medical Director; therefore, students applying for ALS classes will receive email notification within the required time period indicating that their “paperwork” will be submitted to the OMD, and will be notified whether they have been endorsed within three business days after 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.

Supplemental Paramedic Class Information

The Training Division is planning to offer a nighttime/weekend Paramedic program for the AEMT provider. Uniformed employees, as well as operational LC-CFRS volunteers affiliated with County agencies, are eligible to apply for the course, as long as they meet the prerequisite criteria outlined in the Training Advisory.

This course is designed for locally authorized Advanced EMTs (AEMTs) to become certified as a National Registered and Virginia State certified Paramedic.

The class requires a significant commitment of time and effort by each of the participants and should not be taken lightly. Students contemplating the class should consider the following:

- The program is divided into two sections:
 - Classroom sessions: Thursday, May 2 – Thursday, December 12, 2024
 - Capstone: Friday, December 13, 2024 until complete (maximum of 180 days – June 10, 2025)
 - Hospital clinical hours can be done during either section of the program
- Course includes approximately 400 classroom hours, 180 hours of clinical rotations, and approximately 50 ALS calls between a field internship and the Capstone experience.
- Classroom sessions will be held at the Training Academy on Tuesday and Thursday evenings as well as most Sundays. County holidays will have no scheduled class sessions, in addition to the weekend of Mother's Day and Father's Day being off.
- There will be a scheduled break for the weeks of July 1 – July 8, and August 5 – August 24.
- LCFR employees will have their work schedule/worksites assignment changed to accommodate scheduled class and clinical hours. The Department will ensure, at a minimum, the employee is afforded the opportunity to achieve their minimum required regularly scheduled hours; overtime compensation will be provided for work beyond the scheduled hours in a defined relative period on an hour for hour basis, in 15-minute increments.
- To participate in mandatory clinical rotations at Inova Loudoun Hospital, students must meet Inova's requirements. These include the following:
 - Document MMR (measles/mumps/rubella) and varicella vaccination, titer, or disease history.
 - Document pertussis vaccination history (TdAP).
 - Document hepatitis B vaccination, titer, or signed waiver declining vaccination.
 - Documentation of no active tuberculosis infection within the previous 12 months, specifically a negative skin or blood test or clear chest x-ray.
 - During designated time periods, document influenza vaccination or, if applicable, waiver for medical or religious reasons.

Please refer to the Training Advisory for information about prerequisites and applications. Contact Training Specialist Rachel Short at 703-737-8187 or rachel.short@loudoun.gov if you have any additional questions.