



# PURCELLVILLE VOLUNTEER FIRE COMPANY, INC.

## TRAINING ADVISORY

- COURSE:** NFPA 1041 Fire Instructor Level I
- DATES:** Saturday May 9, 2020  
Tuesday May 12, 2020  
Thursday May 14, 2020  
Tuesday May 19, 2020  
Thursday May 21, 2020  
Tuesday May 26, 2020  
Thursday June 2, 2020  
Saturday June 6, 2020  
Tuesday June 9, 2020  
Saturday June 13, 2020
- Time:** Tuesdays and Thursdays 19:00 – 23:00  
Saturdays 08:00 – 17:00
- Location:** Purcellville Public Safety Center  
500 North Maple Avenue, Purcellville VA 20132
- Course Description:** This course is based on NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, and leads to a Pro Board certification. The course is designed for individuals who want to develop the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students and the authority having jurisdiction; organize the learning environment so that learning is maximized.
- Prerequisites:** NFPA 1001 Firefighter II  
Minimum of 18 years of age  
Note: This is a 100% attendance class.
- Class Size:** Minimum of 8 students and maximum of 24 students
- Registration:** *Training Requests are due close of Business, Friday April 24, 2020* via e-mail to [training@purcellvillefire.org](mailto:training@purcellvillefire.org)
- Contact Information:** Chief Scott Maple  
-via email: [smaple@purcellvillefire.org](mailto:smaple@purcellvillefire.org)  
-via cell (703) 943-0370

## PROCEDURE TO COMPLETE THE ELECTRONIC TRAINING REQUEST FORM

1. Open the electronic “Training Request Form” located on the Loudoun County Fire and Rescue website ([www.loudoun.gov/fire](http://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 [training@purcellvillefire.org](mailto:training@purcellvillefire.org) along with copies of all required pre-requisites (i.e., certifications, proof of age, high school diploma, etc.) listed on the Training Announcement (TA).
5. Within (5) Five Full working days of the registration closing date for each training course, the Course Coordinator will 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 based on registration. 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. Please note that since this class is being sponsored and paid for by Purcellville Volunteer Fire Company and Leesburg Volunteer Fire Company, these companies will have fire choice at registration. All other applicants will be accepted first come / first serve based on open seats available.
6. Any e-mail with incomplete requests will be returned and not be accepted