



PURCELLVILLE VOLUNTEER FIRE COMPANY, INC.

TRAINING ADVISORY

COURSE:	VDFP Fire Officer I
DATES:	Saturday July 25, 2020 Saturday August 1, 2020 Saturday August 8, 2020 Saturday August 15, 2020 Saturday August 22, 2020 Saturday August 29, 2020 Thursday September 3, 2020
Time:	Saturdays 08:00 – 17:00 Thursday class 19:00 – 23:00
Location:	Purcellville Public Safety Center 500 North Maple Avenue, Purcellville VA 20132
Course Description:	This course identifies the requirements necessary to perform the duties of a first line supervisor. This course introduces the student to the basic concepts of management and supervision by concentration of such topics as Organizational Structure, Communication Skills, Human Resource Management, Public Relations, Planning, Emergency Service Delivery and Safety.
Prerequisites:	VDFP Fire Instructor I ICS 100, 200, 700 and 800 (all must be on file with VDFP prior to registration). <ul style="list-style-type: none">• If they are not on file, please email them directly to division7@vdfp.virginia.gov and ask them to add them to your transcript Note: This is a 100% attendance class.
Class Size:	Minimum of 8 students and maximum of 24 students
Registration:	<i>Training Requests are due close of Business, Friday July 10, 2020</i> via e-mail to training@purcellvillefire.org
Contact Information:	Chief Scott Maple -via email: smapple@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) 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 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