



TRAINING ADVISORY

Loudoun County Fire and Rescue



ICS-400

POSTED: 2/1/2024

DATES:

C-Shift (Weekends)
April 14 and 20

TIMES:

0800-1700

LOCATION:

The Oliver Robert Dubé Fire and Rescue Training Academy
[Click here for directions to the Training Academy](#)

**COURSE
DESCRIPTION:**

This course is designed for senior agency administrators who are expected to perform in a management capacity in complex, long-term or multi-faceted incidents that may require management using an Area Command or Multi-Agency Coordination Group (MAC Group). The course focuses on management techniques rather than tactical or strategic considerations.

PREREQUISITES:

ICS-300

CLASS SIZE:

Minimum of 8 students, maximum of 30 students

REGISTRATION:

Please use the link below to register in Cornerstone OnDemand for VDFP. Once the class is closed for registration, VDFP will send a roster of the entire class to the course coordinator. **Registration will close on April 7th, 2024.**

[VDFP Cornerstone OnDemand.](#)

**LCFR CONTACT
INFORMATION:**

Lt. Chris Frank at 703-737-8292 or chris.frank@loudoun.gov

Registration for this course **must** be accomplished through the VDFP Cornerstone OnDemand program. This website which can be found at <https://www.vafire.com/training-and-courses/csod-page/> or by clicking the VDFP Cornerstone OnDemand link on the training advisory.

If you do not have a Cornerstone OnDemand account, please follow the prompts to create one. The following links are available on the main Cornerstone page to assist you in creating an account: [Welcome Orientation Video](#) and [Online User Guide](#).

After logging into the site, select the magnifying glass icon to search for the class you wish to take. Type the name of the course into the Global Search box and click on “Search”. Once the available classes are displayed, find the course with the appropriate date, time, and location that you are searching for and click on “View Details” and the course information will be displayed. If this is the appropriate course that you are searching for, click the “Request” icon to register!

Should a student register for a class and be denied registration due to lack of qualifying prerequisites listed in their transcripts, the following prompt will be displayed:

There are conflicts in your request:

There are prerequisites requirements associated to this session that you do not satisfy. Please check the prerequisites requirements.

See prerequisites

You may submit an exception request for administrative approval if you would like to be exempted from the prerequisites.

Exception Request

Please ensure that you hold the appropriate prerequisites needed to register for this course. If you do, click on “Exception Request”.

Exception Requests

Exception Requests are common communications with Cornerstone as the LMS cannot read pdf transcripts. The vetting of each student that receives an Exception Request gets approved or denied by the VDFP Division Office. Users wishing to take training that requires pre-requisites, may request exemption from the pre-requisites in order to register for an upcoming session. The Exception Request will register the student for the class, but final prerequisite determination will be made on a case-by-case basis by the appropriate VDFP Division Office.

Although students may have completed the appropriate prerequisite course(s), those courses may not have been posted to the students’ transcript board. Questions regarding the Cornerstone OnDemand Program should be directed to the VDFP Division 7 Office at 703-259-3232.

Notice: VDFP policy states that students need to be registered 7 days prior to day one of the course. Students who are not registered thru Cornerstone OnDemand at the beginning of the class will not receive credit for the

course. VDFP's stance also indicates that students who show up for a class who are not registered will be sent home by the instructor.