



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: 2/8/24

COURSE:	ALS Preceptor Class
DATES:	Sunday, April 28, 2024 Pretest: By appointment, weekdays, or evenings, 4/8/24 through 4/18/24
TIMES:	Sunday: 0800-1700 hours
LOCATION:	The Oliver Robert Dubé Fire and Rescue Training Academy 16600 Courage Court, Leesburg, VA 20175
COURSE DESCRIPTION:	The ALS Preceptor class describes the positive attributes of an ALS preceptor and how to effectively provide guidance and direction to newly authorized ALS providers.
PREREQUISITES:	<ul style="list-style-type: none">• Be certified and locally authorized as an AEMT, Intermediate, or Paramedic for approximately two (2) years, or at the discretion of the Operational Medical Director.• Be at least twenty-one (21) years of age.• Be an active operational system member of a Loudoun County Combined Fire-Rescue EMS agency that is authorized by the Operational Medical Director to provide ALS care.• Have written endorsement of the ALS agency Rescue Chief or LCFR Battalion Chief.• Be endorsed by the Medical Direction Committee and approved by the Operational Medical Director.• Successful completion of the ALS Preceptor pretest.
CLASS SIZE:	Minimum of 6 students, maximum of 24 students
REGISTRATION:	Training Requests are due by the close of business on Friday, April 5, 2024 via email to LCFRTRNG@loudoun.gov . LCFR employees will be detailed or paid overtime for the course. TDTRs not filled out and submitted with all the required supporting documentation will be returned for re-submittal.
LCFR CONTACT INFORMATION:	EMS Training Manager Michelle Beatty at (703) 737 – 8065 or Michelle.Beatty@loudoun.gov .

Candidates must successfully pass the written ALS preceptor pretest with a minimum score of 90%. There is only one attempt at the pretest provided. The pretest is based on general ALS skills/knowledge, local protocols, and ALS policies and procedures. Candidates shall successfully demonstrate competency in communication, skills, and knowledge during class. Candidates must receive recommendations from the course instructors.

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.