



TRAINING ADVISORY



Loudoun County Fire and Rescue

FIRE INSTRUCTOR I (NFPA 1041-19)

POSTED: 3/14/24

DATES:	May 12,15,18,21,30 June 2,5,8, 17 and 20
TIMES:	Evenings: 1800- 2300 (A-Shift) Weekends: 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 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; and meet the record-keeping requirements of the authority having jurisdiction.
PREREQUISITES:	Students must register on Cornerstone OnDemand 7 days prior to the start of class. <ul style="list-style-type: none">• Firefighter II
Minimum Position Requirements:	Please use the link below to see Appendix A for SWP 801.5 Minimum Training & Certification Standards. SWP 801.5 Appendix A Minimum Training & Certification Standards
CLASS SIZE:	Minimum of 8 students, maximum of 24 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 May 7th 2024. VDFP Cornerstone OnDemand
LCFR CONTACT INFORMATION:	Lt. Chris Frank at 703-737-8292 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 in order 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.