



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: December 3, 2019

- COURSE:** VDFP-Fire Officer II
- DATES:** February 15, 29, March 14, 19, 2020
- TIME:** 0800-1700 hours (weekends), 1900-2300 hours (weeknights)
- LOCATION:** The Oliver Robert Dubé Fire & Rescue Training Academy
16600 Courage Court Leesburg, VA 20175
- COURSE DESCRIPTION:** This course covers all elements of the NFPA Officer standard. This program builds on their Fire Officer Level 1 Training. The following topics are covered: Human Resource Management; Administration; Information Management; Planning Budgets; Community Awareness; Media Relations; Inspections; Investigations and Emergency Service Delivery. All students must have 100% attendance and complete all assignments.
- PREREQUISITES:** NFPA 1041-Fire Instructor I
NFPA 1021-Fire Officer I
- Send copies of Prerequisites with Training Request
- CLASS SIZE:** Minimum of 8 students, maximum of 24 students
- REGISTRATION:** Training Requests are due close of business Friday, January 31, 2020, via e-mail to LCFRTRNG@loudoun.gov
- LCFR CONTACT INFORMATION:** Lt. Bill McGann
-via email: william.mcgann@loudoun.gov
-via office phone (703)737-8244

Teamwork

Integrity

Professionalism

Service

PROCEDURE TO COMPLETE THE LCFR ELECTRONIC TRAINING REQUEST FORM

1. Open the electronic "Training Request Form" located on the Loudoun County Fire, Rescue and Emergency Management website (www.loudoun.gov/4116/Fire-Rescue) under 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 J. Doe or EMT-B S. Smith). 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**