



## 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:03/18/2021

- COURSE:** **Advanced Emergency Medical Technician (AEMT)**
- DATES:** June 24, 2021-September 15, 2021  
Class starts June 24, 2021  
Class Ends: September 15, 2021  
NREMT Practical Exam: August 28, 2021  
\*\*\*Last 3 weeks of class will be field ride time\*\*\*
- TIMES:** Monday to Friday 0800-1500
- LOCATION:** The Oliver Robert Dubé Fire and Rescue Training Academy  
16600 Courage Court Leesburg, VA 20175
- COURSE DESCRIPTION:** This class is designed for locally authorized EMTs to become certified as Advanced EMTs. **See attached information sheet for further details.**
- PREREQUISITES:**
- Minimum age of 18. Provide a copy of a valid driver's license or passport (proof that the minimum ages of 18 has been met)
  - Copy of High School, College, or General Equivalence Diploma
  - Copy of current EMT certification, and be Locally Authorized by LCCFRS, and in good standing as a current VA OEMS EMT
  - Proof of current CPR Healthcare Provider, which will remain current throughout the class and testing
  - An applicant's Letter of Interest. See attachment for details
  - A volunteer applicant's current Rescue Chief or career applicant's Battalion Chief must also complete a letter of endorsement that addresses supplemental questions from the Training Advisory for the applicant
- CLASS SIZE:** Minimum of 6 students, maximum of 24 students
- REGISTRATION:** Training Requests are due by the close of business **on Friday April 30, 2021** via email to [LCFRTRNG@loudoun.gov](mailto:LCFRTRNG@loudoun.gov). Training Requests must include ALL required prerequisites. No TR's will be accepted after the posted application closing date. TR's not completely filled out and submitted with all the required supporting documentation will be returned for re-submittal.
- LCFR CONTACT INFORMATION:** Training Officer Lauren Hartman at (571) 528-3946 or [Lauren.Hartman@loudoun.gov](mailto:Lauren.Hartman@loudoun.gov)

## **Supplemental EMT to AEMT Class Information**

This program is designed to educate, train, and prepare EMT providers to become certified as an Advanced Emergency Medical Technician (an entry level ALS provider). This program will include classroom activities, online learning, practical skills, hospital clinical rotations, and field ambulance internship. Please note that this course is INTERDEPENDENT Study, meaning you will be expected to read / absorb a significant amount of material in a short period of time, and that your “lectures” will not be enough material to be successful on the exams, and final certification. We will facilitate your learning, but YOU must plan to put in a lot of time both in and outside of class hours to prepare for class sessions, and you must be comfortable with using online resources to enhance your learning and understanding of material. This is a class that requires critical thinking, not a fact memorization class. The computerized tests you will take are different from what you are probably use to, and require critical thinking to succeed.

### **Class Information:**

- The class includes approximately 250 hours of classroom, clinical rotations, and field internship.
- The class is open to uniformed personnel and volunteers who are locally affiliated with a Loudoun County transport agency.
- Career staff employees will be transferred from their current field assignment on a 24/48 shift to the 40-hour admin schedule and assigned to the training academy. Classroom sessions will be held on Mondays through Fridays from June 24 through to August 25. From August 26 – September 15 career employees will stay on the 40-hour a week schedule but be assigned to work field shifts in order to complete clinical and Capstone requirements.

### **Course Prerequisites:**

- Must meet all prerequisites for Advanced Level Programs as established by the Virginia Office of Emergency Medical Services.
- Submit the following documents:
  - A completed Training Division Training Request with all appropriate documentation no later than the established application closing date.
  - Copy of a valid driver’s license or passport, etc. (used to establish proof that applicant is a minimum of 18 years of age at the beginning date of the certification course).
  - Copy of a current certification as an EMT.
  - Copy of a current CPR for Healthcare Providers card that will remain current throughout NREMT testing.
  - Copy of a High School, College, or General Equivalency Diploma.
  - A letter of interest – see supplemental information sheet attached.
  - The applicant’s current Rescue Chief (volunteer) or Battalion Chief (career) must also provide a letter of endorsement – see supplemental information sheet attached.
- Once the above information is received by the course coordinator and verified, the applications will be sent to the Deputy Chief of EMS and the OMD for further analysis. Each applicant’s personnel / disciplinary file will be reviewed.
- Applicants should expect to complete an entrance evaluation on the first day of class.
  - The EMT entrance evaluation will be administered on a computer and closely mimics the NREMT EMT examination. All evaluation questions adhere to National EMS Core Content, National EMS Scope of Practice Model, National EMS Education Standards and other current standards such as current versions of American Heart Association (AHA). This evaluation tool is specific to EMS with questions that are valid, reliable, and written to assess knowledge, application, and problem solving.
  - In addition, the entrance EMT evaluation also measures student preparedness. This part of the entrance evaluation looks at the following areas: Anatomy and Physiology, reading comprehension, and math. A personality inventory evaluates three areas: agreeableness (how well an individual gets along with others), conscientiousness (attention to detail and understanding right versus wrong), and neuroticism (the inability to accept failures and deal with stress).
  - All results are confidential and only available to the Operational Medical Director, the Deputy Chief of EMS, the Deputy Chief of Training, the EMS Training Manager, and the Course Coordinator. The entrance evaluation does not have a passing grade, but is one of multiple factors that will be used to assist the course coordinator in better assisting students to be successful with the program.
- Applicants that submitted all the required documentation may be scheduled for an interview with the Operational Medical Director.
- Candidates will be notified by the course coordinator on their acceptance into the EMT to AEMT program as the final step in the process.

### **Special note:**

- All candidates accepted into the program will need to document a TB test within the past year and meet vaccination requirements for clinical rotations. Further information will be provided after the start of class.

Further information can be provided on request. Please feel free to contact Training Officer Lauren Hartman with any questions about the program. She can be reached at 571-528-3946 or [Lauren.Hartman@loudoun.gov](mailto:Lauren.Hartman@loudoun.gov)

## Supplemental ALS Program Letter of Interest

A Letter of Interest must be completed by each applicant. Additionally, the volunteer applicant's current Rescue Chief, or the career applicant's Battalion Chief must complete a letter of endorsement that addresses specific areas as outlined below.

The Applicant Letter of Interest should include the following components:

- I. Qualification
  - A. Local authorization at the EMT AIC level
  - B. List current VA certifications
  - C. List any National or out-of-state certifications
  
- II. Previous Experience
  - A. Provide the names of all other departments the candidate has currently or previously worked or volunteered for and their authorized level of practice within those departments.
  - B. List the total years of EMS experience for the candidate.
  - C. List any pertinent previous qualifications or expired certifications
  - D. Describe any other pertinent experience (e.g., instructor certifications/experience, ALS skills performed in non-EMS settings).
  
- III. Motivational Factors
  - A. Describe why the applicant wants to pursue ALS certification, and why the applicant feels that he / she is the best candidate to complete the class.
  
- IV. Applicant's strengths and weaknesses
  - A. Educationally – How do you feel that you learn best? What kind of student are you?
  - B. Personally – What areas do you excel at? What areas do you feel that you could improve on?

The Rescue Chief's (volunteer) or the Battalion Chief's (career) letter of endorsement should include the following components:

- I. Qualification - Describe the candidate's current assignment and brief history with the department, to include their current level of authorization in Loudoun County.
- II. Experience
- III. Motivation
- IV. Candidate's strengths and weaknesses



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### **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](http://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](mailto: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](mailto: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](mailto: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.**