



## 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: 4/8/21

**COURSE:** **Summer Daytime 2021 Emergency Medical Technician**

**DATES:** June 7, 2021 – August 11, 2021  
National Registry Written Test: TBD

**TIMES:** MONDAYS and WEDNESDAYS: 0800-1600 hours

**LOCATION:** The Oliver Robert Dubé Fire and Rescue Training Academy  
16600 Courage Court Leesburg, VA 20175

**COURSE DESCRIPTION:** \*\*\* See Addendum attached for more details to frequently asked questions! \*\*\*  
This program is designed to provide training to prepare an individual to function independently at the basic life support BLS level. This course satisfies all the training requirements for both National Registry and Virginia State EMT certification. **This course will require a great deal of work outside of the classroom!**

**PREREQUISITES:** The prerequisites listed below are **NOT included** in the EMT Course and **MUST** be completed and ATTACHED **PRIOR** to the closing date for applications (May 21, 2021):

- At the start of class, minimum age of 16 yr. (under 18, will need parental permission slip signed – form provided 1<sup>st</sup> night of class)
- AHA Health Care Provider CPR (**card or copy of class roster must be attached with Training Request**)
- Hazardous Materials Awareness or higher (The TEEX online class at [bitly.com/2usis9H](https://bitly.com/2usis9H) is approved for the EMT course)
- LC-CFR Bloodborne Pathogens – We will verify in Target Solutions app
- LC-CFR Volunteer Orientation – We will verify in Target Solutions app

**CLASS SIZE:** Minimum of 6 students, maximum of 25 students

**REGISTRATION:** Training requests are due by close of business **Friday, May 21, 2021** via e-mail to [LCFRTRNG@loudoun.gov](mailto:LCFRTRNG@loudoun.gov). Training Requests must include ALL required prerequisites. No Training Requests will be accepted after the posted application closing date. Training Requests not filled out and submitted with all the required supporting documentation will be returned for re-submittal

**LCFR CONTACT INFORMATION:** Training Officer Tracey Senate at (571) 258-3791 or [tracey.senate@loudoun.gov](mailto:tracey.senate@loudoun.gov)

## ADDENDUM FOR SUMMER 2021 EMT CLASSES

1. Due to the continuing COVID-19 pandemic response, classes are currently scheduled to start as “in-person”; however, you should be aware that as the situation evolves, the classes could start on-line, revert to on-line, and/or remain on-line for the duration of the class.
2. Students will be required to have access to reliable internet and need to have a microphone and web-camera when participating in on-line sessions.
3. As of the publication of this Training Announcement, the Virginia Department of Fire Programs (VDFP) continues to evaluate and refine the Hazardous Materials Awareness program, and its various components, including on-line training and in-person testing. The Texas A&M Course (referenced on page 1) fulfills the entrance requirement for the EMT Course. The VDFP class for Hazardous Materials Awareness may need to be completed at a later date for compliance with Loudoun County System-Wide Policies (SWPs). If you have a certificate for Operations, or Technician level training, you have met this requirement already, and there is no need to complete the Awareness level training online.
4. Students who have completed a VA OEMS class in the past or held a VA OEMS certification in the past need to have access to the VA OEMS portal prior to the first night of class ([Virginia EMS Portal](#)). If the student has difficulty accessing the EMS Portal, please call the OEMS/VDH Help Desk at 804-888-9102. The OEMS/VDH Help Desk is available Monday - Friday during normal business hours, except for state/federal holidays.
5. As of the publication of this Training Announcement, the availability at the local hospitals to host EMT students has been significantly impacted by the pandemic. As a result, patient contacts for EMT course may need to be obtained while riding either an ambulance or fire apparatus while the student is enrolled in the course. Depending upon call volume and the number of students in the course, station leadership may need to assist the students with scheduling additional shifts. As noted, the current pandemic situation is fluid, as the profession adjusts its response to current conditions, and this patient contact requirement may change as well.
6. This course is very time intensive! Computer assignments, coursework, skills practice, and field experiences will take place outside of normal class hours.
7. **YOUR AHA HEALTHCARE PROVIDER CARD MUST REMAIN CURRENT THROUGHOUT THE EMT CLASS, INCLUDING NATIONAL REGISTRY WRITTEN (COMPUTER) TESTING AT THE END OF CLASS. IF YOUR CARD WILL EXPIRE, YOU ARE RESPONSIBLE FOR GETTING IT RENEWED ON YOUR OWN TIME, THE EMT CLASS WILL NOT SATISFY RENEWAL OF CPR CARD REQUIREMENTS.**

## **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.***