



**Loudoun County Fire and Rescue**  
**Department of Fire, Rescue, and Emergency Management**  
16600 Courage Court, Leesburg, VA 20175  
Phone 703-737-8400 Fax 703-777-0235



## TRAINING ADVISORY

POSTED: 8/12/21

- COURSE:** **New Volunteer County Orientation**
- DATES:** Saturday, 18 Dec 2021
- TIMES:** 0800 - 1700
- LOCATION:** Morning session – 751 Miller Drive, Suite F, Leesburg VA  
Afternoon session – Training Academy, 16600 Courage Court, Leesburg, VA
- COURSE DESCRIPTION:** This full day course provides the basic training new volunteers need. Wellness Center orientation & education, hand-on portion of Bloodborne Pathogens (BBP), Information Technology (IT) setup, American Heart Association Cardiopulmonary Resuscitation (CPR), and benefits overview.
- Class starts promptly at 0800. Bring your laptop or cell phone for the IT setup portion. Lunch will be provided. Transportation to the training academy for the afternoon session will be provided, if needed.
- PREREQUISITES:** Online BBP course assigned in VectorSolutions
- CLASS SIZE:** Minimum of 8 students, maximum of 24 students
- REGISTRATION:** Training Requests are due by the close of business on **Monday, 13 Dec 2021** via email to [FRSERV-RecruitRetainFR@loudoun.gov](mailto:FRSERV-RecruitRetainFR@loudoun.gov).
- LCFR CONTACT INFORMATION:** Dawn McKenna, R&R Specialist, [dawn.mckenna@loudoun.gov](mailto:dawn.mckenna@loudoun.gov)

## **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 or Volunteer Fire/Rescue Chief will send the completed and approved Training Request Form to FRSERV-RecruitRetainFR@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 [FRSERV-Recruit-RetainFR@loudoun.gov](mailto:FRSERV-Recruit-RetainFR@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 [FRSERV-RecruitRetainFR@loudoun.gov](mailto:FRSERV-RecruitRetainFR@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.**

## **Supplemental Advanced Placement Paramedic Program Information**

This program is designed to educate, train, and prepare Intermediate providers to become certified as a National Registry Paramedic. This program will include lectures, online learning, practical skills, hospital clinical rotations, and a Capstone experience that comprises a field internship.

### **Class Information:**

- Course includes approximately 270 classroom hours, approximately 132 hours of clinical rotations, and 200 hours for the Capstone (field internship).
- The class is open to uniformed personnel and volunteers who are locally affiliated with a Loudoun County transport agency.
- EMS Training will work with Staffing to ensure uniformed employees properly code course hours. Career employees will remain within their current assignment and be detailed or receive overtime for class for the duration of the classroom/laboratory portion of the program (October 15, 2020 – March 3, 2021). Class at the Academy will occur on Tuesdays and Thursdays from 0800-1600 hours. Any County government holidays that occur during the class will have no class scheduled that day.
- At the completion of the classroom portion of the program, career employees will be detailed to the Training Academy for the duration of one FLSA period (March 5, 2020 – April 1, 2020) in order to complete hospital clinical hours. Employees will work a 42 hour week each week of the FLSA.
- On Thursday, April 2, 2020, students will return to a field assignment to complete the Capstone field internship. This typically takes approximately one month, depending on call volume/nature.

### **Course Prerequisites:**

- Must meet all prerequisites for Advanced Level Programs as established by the Virginia Office of Emergency Medical Service.
- 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 current certification as an Intermediate.
  - Copy of a High School or General Equivalency Diploma.
  - Provide proof of successful completion of a college level Anatomy and Physiology course or equivalent of at least 3 credits. \*An applicant may be admitted into this course if they are actively enrolled in an A&P class with a timeline to complete prior to December 31, 2020.
  - Career employees must obtain written endorsement from their Battalion Chief. Volunteer applicants must submit a letter of endorsement from their Rescue Chief.
- 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 file will be reviewed.
- 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 Advanced Placement Paramedic 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 Susan Truba with any questions about the program. She can be reached at 571-258-3268 or [Susan.Truba@loudoun.gov](mailto:Susan.Truba@loudoun.gov).

