



Division 04 Education and Training

Chapter 02– Registering for Courses

March 2009

POLICY

This General Order shall establish a procedure for registering and attending all fire and emergency medical service related training courses sponsored by the Fire/Emergency Medical Services Training Academy.

DEFINITIONS

Annual/Refresher Training –to include CPR/AED, EMT-Refresher, and Hazardous Materials Operations, SCBA Fit test, etc. required at regular intervals. These intervals vary depending on the respective certification..

Certification – accomplished when the employee/member/member has successfully completed the course requirements for a specific course of instruction.

Professional Certification in the Fire Service – professional qualification standards define the career paths available to fire service personnel and the professional requirement for both career and volunteer members at each level clearly and concisely. Certification will be obtained with the Maryland Fire Service Personnel Qualifications Board (MFSPQB) and/or the National Board on Fire Service Professional Qualifications System (NBFSPQS), and/or the International Fire Service Accreditation Congress (IFSAC).

Company/Station Drill – drills conducted by personnel at the station level for skills enhancement and/or additional knowledge.

These drills are typically not used for certification purposes.

Fire/EMS Training Academy (FETA) –the official training facility for the Prince Georges County Fire/EMS Department.

Maryland Fire & Rescue Institute (MFRI) – the State's comprehensive training and education system for emergency services.

Maryland Institute for Emergency Medical Services Systems (MIEMSS) - oversees and coordinates all components of the statewide EMS system in accordance with Maryland statute and regulation. This includes planning, operations, evaluation, and research.

Office of Human Resources Management (OHRM) Training & Career Development – provides Prince George’s County employee/member/members with a training program that will be competency-based and professionally-focused. Civilian, sworn, and volunteer personnel are eligible to attend these courses.

Training Standards – guides all training sessions and define what the content/objectives of a course will entail.

PROCEDURES

1. Registration

Courses Sponsored by MFRI

Individuals registering for MFRI sponsored courses will complete the MFRI registration form located on MFRI’s website. The prospective student will have the assigned



career Battalion Chief, the Battalion Chief assigned to the Fire/EMS Training Academy, or the student's volunteer Station Chief will sign the registration form. Completed forms will then be faxed to the appropriate Maryland MFRI regional office.

Training Academy Courses

Individuals registering for Prince Georges County Fire/EMS Training Academy sponsored courses will complete a Prince Georges County Fire/EMS Training Academy FETA Application for Training form (Attachment #1) and have the assigned career Battalion Chief, the Battalion Chief assigned to FETA, or the student's volunteer station chief sign the Application for Training. Completed forms will then be either emailed or faxed to FETA. Some courses may have electronic registration available on the Department website.

Office of Human Resource Management (OHRM) and Career Development Institute Courses

To register for OHRM and Career Development Institute courses, sworn personnel shall complete the OHRM Registration form (Attachment #2) and have the assigned career Battalion Chief, the Battalion Chief assigned to FETA, or the student's volunteer station chief sign and fax the form to FETA. Civilian personnel shall coordinate registration through their supervisor.

Updating Training Records

Individuals are required to submit copies of course certification(s)/completion upon receipt of those documents. To submit course certification(s)/completion information, complete the update records requests form

(Attachment #3), attach copies of all course certification(s)/completion cards/certificates and send information to FETA.

2. Responsibilities

FETA is responsible for sponsoring, coordinating, and/or conducting emergency services related training for all civilians, sworn, and volunteer members of the Department. Additionally, FETA may conduct training for Federal, State, and local agencies and organizations not affiliated with the Department.

FETA responsibilities shall include, but not be limited to:

- Coordinating and administering Career Recruit Schools
- Providing training opportunities for members of the Prince George's County volunteer fire and rescue corporations
- Coordinating training opportunities with other Federal, State, and local training organizations
- Conducting in-service training for the Fire/EMS Department's emergency and non-emergency Vehicle Operators Program

Civilian, Sworn, and Volunteer Personnel

It is the responsibility of the individual member (civilian, sworn, and volunteer) to maintain all of their mandatory certifications/training.

Failure to maintain all mandatory certifications/training may result in operational suspension.

REFERENCES

N/A



FORMS/ATTACHMENTS

Fire/EMS Training Academy Application for Training

OHRM Training & Career Development
Institute Registration/Referral for Training
Form

Fire/EMS Training Academy Update Records
Request



Attachment #1

FIRE/EMS TRAINING ACADEMY

9190 Commo Road, Cheltenham, MD 20623

APPLICATION FOR TRAINING

Today's Date: _____

Name: _____

ID Number: _____ Circle One: **Civilian / Sworn / Volunteer**

Station/Office: _____

Home Phone: _____ Other Phone: _____

E-Mail: _____

Course Information

Course Name: _____

Course Location: _____

Course Start Date and Time: _____

Prerequisite Information

If the course you are registering for requires you to have completed training prior to entry to this class, please list below the prerequisite course(s) that you have completed and the date of completion and attach a copy of each prerequisite with this application.

Signature of Student

Signature of Station Officer / Chief / Supervisor

Notification will be sent via email; sworn personnel will be notified by the county email only. It is the responsibility of the individual to attend the course for which you have enrolled. Please mail or fax completed form to the Fire/EMS Training Academy, fax number 301-856-0948. If you have any questions, please contact the Fire/EMS Training Academy at 301-856-2940.



PRINCE GEORGE'S COUNTY, MARYLAND
 FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

Attachment #2

PRINCE GEORGE'S COUNTY GOVERNMENT
 OFFICE OF HUMAN RESOURCES MANAGEMENT
 Training and Career Development Institute

Registration/Referral for Training Form

Instructions: Please complete the information on this form and forward it to your supervisor for approval. Upon approval, the agency training coordinator must forward this form to the Office of Human Resources Management, Training and Career Development Institute. All information and signatures must be complete or the form will be returned. **Confirmation for employee attendance will be sent to the agency training coordinator.**

EMPLOYEE INFORMATION:	TRAINING COURSE INFORMATION:
Name: _____	Course Title: _____
Title: _____	Course Date(s)/Time: _____
Agency: _____	
Phone: _____	Reason for Attending Course:
(h) _____	<i>(See definitions on page 5 in Training Catalog)</i>
(w) _____	<input type="checkbox"/> Job Required/Mandatory <input type="checkbox"/> Job Related <input type="checkbox"/> Career Development <input type="checkbox"/> Workforce Development <input type="checkbox"/> Other (specify) _____
Employed By:	Is this course a part of your Individual Development Plan?
<input type="checkbox"/> County	<input type="checkbox"/> Yes
<input type="checkbox"/> LTGF/700	<input type="checkbox"/> No
<input type="checkbox"/> State	
<input type="checkbox"/> City	
<input type="checkbox"/> Bi-County	What do you expect to learn from this course?
<input type="checkbox"/> Other	_____
Employee's Signature	_____
_____	_____
Supervisor's Signature	_____
_____	_____
Appointing Authority's or Training Coordinator's Signature	_____
_____	_____

Please note the following information is used for statistical and record keeping purposes only. This information is voluntary and confidential and will not subject employee to adverse treatment.

Sex:	Race:
<input type="checkbox"/> Male	<input type="checkbox"/> White
<input type="checkbox"/> Female	<input type="checkbox"/> African-American
	<input type="checkbox"/> Hispanic
	<input type="checkbox"/> Native American
	<input type="checkbox"/> Asian/Pacific Islanders



Attachment #3

FIRE/EMS TRAINING ACADEMY

9190 Commo Road, Cheltenham, MD 20623

Update Records Request

Today's Date: _____

Name: _____

ID Number: _____ Circle One: **Civilian / Sworn / Volunteer**

Station/Office: _____

I _____ am requesting that the following information be added to my training file at the Fire/EMS Training Academy.

Signature

Date

Information/Records Update Information

Please attach copies of all training/certifications that are to be updated in record files.