


SOG# 504-1	Standard Operating Guideline			
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p> <p style="text-align: center;">Training Request</p>	Approved By Steven W, Parrish Fire Chief		
		<table border="1"> <tr> <td>Effective Date</td> <td>Revised Date</td> </tr> <tr> <td>September 1, 2018</td> <td></td> </tr> </table>	Effective Date	Revised Date
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I. Purpose:

To establish a process to ensure all training opportunities will be made available to fire department personnel in an organized manner.

II. Definitions:

Training Request Forms: Training Request Forms located on Aladtec are to be filled out by the requesting member or by the Shift-Captain on behalf of Volunteer members.

Outside Classes: Classes, other than in-service training, that may require training funds for attendance.

Conferences: Outside training which has groups of classes taught at the same time but with different subjects.


Seminars: Outside training which usually consists of one or two-day classes on one or more subjects.

III. Procedure:

A. Each class, conference or seminar that incurs a cost to the department shall be approved by the Fire Chief before any "Request for School" forms will be considered. Approval will be based on relation to job standards and department budgeted allowances. Individual classes for conferences or seminars will also be considered for approval on this basis.

B. Any brochure or pamphlet about the class should be sent to the Training Staff. The brochure should have the following information: dates of class, location, registration and lodging costs as well as other pertinent information.

C. After the Training Staff receives the brochure or pamphlet, he/she will provide additional information concerning the class/classes and pass it along to the Assistant Fire Chief. All the information will be considered before approval of the class/classes for departmental participation. Class information should be provided to the Training Division at least 20 working days prior to the deadline for registration of the class. If the class is approved, this will allow adequate time for registration and financial requirements to be met.

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D. Notification of the approved class will be sent out to the entire department. The advertisement will include:

- Copy of brochure or pamphlet.
- Prerequisite for class (i.e. certified instructor, rank according to course content, EMS instructor, etc.).
- A deadline for turning in the "Request for School" form will be posted on all notifications.
- Number of spaces allotted.
- Members requesting training will be notified by the Training Staff of approval.

F. All certification classes that require registration through a delivery agency to include those hosted by Cumberland Road Fire Department will require a Training Request to be filled out and approved by the Training Staff.

- Personnel approved for the class should contact the Training Division for any additional information.