



FIRE OFFICER I PROGRAM HOSTING SPECIFICATIONS



We are prepared to bring this high quality class to you. Currently, no one else offering this program will do the same. All of our instructors are officers with many years experience. There are no firefighters teaching firefighters. Fire departments participating in this program get better trained officers. However, in order to deliver this prestigious course that includes in class lectures, large and small group discussions, oral presentations, written assignments, research, and role playing, certain specifications must be met. They include:

Class Size: Classes are offered for a minimum of 16 students and a maximum of 24. Tiered pricing reflects class size and is as follows:

16 Students	\$750/student
17 Students	\$710/student
18 Students	\$675/student
19 Students	\$650/student
20 Students	\$620/student
21 Students	\$600/student
22 Students	\$575/student
23 Students	\$555/student
24 Students	\$540/student

Pricing includes 80-hour class, materials, and student books. Dominion Scholarships may be available for classes that have 18+ students. Please contact the OFCA Office for additional information as scholarships are available on a limited basis. This can further reduce your program costs, so please keep this in mind as you put your class rosters together.

Registration Deadline: You must have the minimum number of students required and provide such list to the OFCA Office ONE month in advance of your scheduled class. If the minimum is not met 30 days out, the class will be canceled. However, additional students (not to exceed 24) will be accepted up to one week prior to the scheduled program.

Payment: Full payment must be made 30 days prior to the scheduled class.

Schedule: This is an 80-hour, 2-week course. Classes run Monday through Friday with beginning at 9:00 a.m. daily.

Room Requirements: Minimum of 900 square feet
15 – 2 x 5 tables (Room must be set up prior to our arrival.)
1 additional break-out room

AV Requirements: Screen
Projector
Internet capabilities
Printer access
Power strips or appropriate number of outlets

Hotel: The host site must provide the names and addresses of at least two suitable hotels in the area to house instructors and any out of town students. The hotels must have close proximity to the classroom and provide FREE Internet capabilities.

Supplies: Coffee Machine
Pop, water, and snacks for breaks
Paper plates, napkins, cups and silverware

Meals: Meals are on your own. Please have a list of local eateries available on site for out of town students/instructors.

CANCELLATION POLICY:

The host site must guarantee the minimum number of students (16 to 24) thirty (30) days prior to the scheduled program or the program will be cancelled. The host site must provide a written notice of their intent to cancel thirty (30) days prior to the intended date of cancellation.

In the event a student drops out of the program after the minimum number guarantee is finalized and the program date has been secured, no refund will be issued to that student. Monies collected will be held for the student to participate in a future program or can be used for a replacement student in the scheduled class.