COURSE: Summer 2019 Hybrid Emergency Medical Technician (EMT) Class

DATES: June 4, 2019- August 13, 2019
EMT State Test: Thursday August 15, 2019
National Registry Written Test: TBD

TIMES: Tuesdays and Thursdays: 0800-1600 hours

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

COURSE DESCRIPTION: 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 be delivered in a non-traditional HYBRID format and will require a great deal of work outside of the classroom. This course is very time intensive! Computer assignments, computer testing, coursework, skills practice, and hospital and field experiences will take place outside of normal class hours.

PREREQUISITES: The prerequisites listed below are not included in the EMT Course and must be completed PRIOR to the class closing date:
- At the start of class, minimum age of 16 yrs. (Those under 18 will need parental and department permission slip signed-provided 1st day of class)
- AHA Health Care Provider CPR (card must remain current until NREMT testing)
- LC-CFR Bloodborne Pathogens
- LC-CFR Volunteer Orientation
- Hazardous Materials Awareness (online at www.vafire.com or bitly.com/2usis9H)

CLASS SIZE: Minimum of 6 students, maximum of 30 students

REGISTRATION: Training requests are due by close of business Tuesday May 21, 2019 via e-mail to 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 completely filled out and submitted with all the required supporting documentation will be returned for re-submittal.

LCFR CONTACT INFORMATION: Training Officer Susan Truba at 571-258-3268 or Susan.truba@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) 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.

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 ALS Committee and the Operational Medical Director; therefore, students approved for ALS classes will receive email notification within the required time period indicating that their “paperwork” will be submitted to the ALS Committee, and will be notified whether they have been endorsed within three business days after the ALS Committee meeting and 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.

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.

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.