



Course Request Policy

Purpose:

The purpose of this policy is to set guidelines for requesting and hosting a company level course.

Policy:

When requesting a course on the SCTA website, the requesting company will have the following information provided on the form:

- The course name
- The number of hours for the course
- The course start/end dates and times
- Any additional dates and times
- The name of an approved instructor and their contact information

Only the Fire Chief, or an approved training member of the fire company can complete the course request form. The form will be filled out no less than 6 weeks prior to the start of the course. Any request submitted under the 6-week time period will be denied. It is the fire company's responsibility to find an instructor, and to coordinate dates and times for the requested course. If a fire company needs assistance identifying approved instructors, contact the Training and Exercise Specialist. If the requested course has an incorrect number of hours, the requestor will be asked to resubmit the form with the correct hours, dates, and times. If dates and times of a scheduled course need to be changed, contact the Training and Exercise Specialist with the updated information. SCTA holds the authority to cancel a course if the minimum number of students is not met 10 days prior to the starting date.