

## General Information

**Payment:** Registration fees must be received along with the registration form to reserve a seat in the class.

**Refunds:** Participant cancellations must be received one week prior to the seminar date. St. Cloud Technical College reserves the right to cancel classes due to lack of enrollment. No refunds will be given to registrants that don't show up for class without calling 48 hours prior to the class. St. Cloud Technical College reserves the right to charge a handling fee for cancellations. Full refunds will be given for all classes cancelled by St. Cloud Technical College for any reason. We notify you by phone or mail only if the class is cancelled due to insufficient enrollment or if the class is filled.

**Equal Opportunity:** St. Cloud Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

**Senior Citizen:** Senior citizens taking course(s) through St. Cloud Technical College Customized Training Services/Continuing Education will be charged according to Minnesota Statute 135A.52, which states: A senior citizen taking a closed enrollment contract training or professional continuing education courses must pay the regular tuition charge for the course and is not eligible for a free/or reduced rate.

**Sexual Harassment:** Any Customized Training Services student or staff member who believes he/she may have been harassed should report the incident to Deborah Holstad, Human Resources, St. Cloud Technical College, 1540 Northway Drive, St. Cloud, MN 56303. 320 308-3227.

**ADA:** This document can be made available in alternative formats or if you need an accommodation to enable you to fully participate in this class please call the MN Relay Service at 800-627-3529 and ask them to place a call to the campus. If you need an accommodation to enable you to fully participate in this activity, please contact the campus two weeks prior to the training for supplemental services for persons with disabilities.

<http://sctc.edu/training>



## NATIONAL FIRE ACADEMY:

### Preparation for Company Operations Train the Trainer February 6-7, 2010

Customized Training Center  
1215 15<sup>th</sup> Street North  
St. Cloud, MN 56303

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Minnesota  
STATE COLLEGES  
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# Preparation for Initial Company Operations

**Objective:** This Train the Trainer course is designed to develop a better understanding of the role and responsibilities of a Company Officer in preparing their company for incident operations. In addition, to clarify the transition from firefighter to company officer and the new roles relating to leadership and safety.

**Description:** This course is designed for company officers, acting company officers, or senior firefighters responsible for the management of a single fire company at an emergency incident. Those officers who are responsible for company readiness, personnel safety, and leadership as it relates to company operation. This course will also prepare the student to lead this course curriculum.

**Class Size:** 30

**Cost:** \$40.00 Includes noon lunches and morning coffee

**Length:** 14 hours

**General Audience:** Company officers, acting officers, or senior firefighters who command a fire company during emergency operations. Those officers who are responsible for maintaining skills and company readiness.

**Lodging:** Hotel accommodations are made on your own by calling Best Western Kelly Inn at 320 253-0606 or Radisson Inn 320 654-1661.

**Registrations due by January 6, 2010.**

For more information, please contact:  
**Larry Rieber at [Lrieber@sctc.edu](mailto:Lrieber@sctc.edu)**  
**Larry Nadeau at [Lnadeau@sctc.edu](mailto:Lnadeau@sctc.edu)**

St. Cloud Technical College **320-308-5011** or  
**June Hirdler at [Jhirdler@sctc.edu](mailto:Jhirdler@sctc.edu)**

To register for this class, please return the form by January 6, 2010 with \$40.00 payment to:

St. Cloud Technical College  
Customized Training Center  
Attn: Fire Training  
1215 15<sup>th</sup> Street North  
St. Cloud, MN 56303

**National Fire Academy Course -  
Preparation for Initial  
Company Operations TTT**

February 6-7, 2010  
Customized Training Center  
St. Cloud Technical College  
8:00 am to 4:00 pm each day

Name \_\_\_\_\_

Department \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Hotel accommodations are made on your own by calling Kelly Inn at 320 253-0606 or Radisson Inn 320 654-661.



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