

Augusta County Fire-Rescue Operations Division



SUBJECT	Online Registration	TR- 08
CATEGORY	Training	SOP NUMBER
APPROVED BY Fire-Rescue Chief		EFFECTIVE DATE

Purpose

To provide the personnel of the Fire-Rescue Department a procedure for registering online for ACFR sponsored classes.

Standard Operating Procedure

When registering for an Augusta County Fire Rescue sponsored training event, the following process should be followed in order to accurately track and respond to course registrations:

1. Once the course announcement has been made, the student will log on to the Augusta County website at www.co.augusta.va.us, click on Departments and Services and then click on Fire Rescue. Once on the Fire Rescue page, click on Training and scroll to the bottom of the page. You will find a highlighted link to a fillable/faxable registration form and you will need to click here.
2. Once the link is opened, fill out the form completely and click the "Submit By Email" button at the top of the page. It will ask you if you want to send it by Desktop or Internet Email. If you are using an email on a server, such as Microsoft Outlook, click the desktop option. If you are using Yahoo, Gmail, Hotmail, etc., click the internet option.
3. You will be directed to your "Save As" screen on your computer. Save the document in a folder of your choice. After you have saved the document, open your email account and submit the document as an attachment to the appropriate ACFR Training Division Fire Training Captain.
4. Once the registration is received by the ACFR Training Division, it can be immediately processed and a return email will be generated to the individual submitting the registration that will indicate the student has been registered or is on a waiting list for the course.
5. If you are unable to send the registration by the means listed above, it is acceptable to print the fillable form and fax it to the ACFR Training Division at 540-245-5171.
6. If you are unable to use the electronic registration or print and fax the fillable form, registrations completed by hand will be accepted. This should be as a last resort only due to the legibility of the forms.

When completing any registration form, it is important that it is completed entirely, including contact number and email address. This is how contact is made verifying course registration. At any point there are questions or issues with the registration process, please contact the ACFR Training Division.

Standard Operating Procedures