

Augusta County Emergency Services Officers Association

*Augusta County Government Center
P.O. Box 590 – 18 Government Center Lane
Verona, Virginia 24482*



Fire-EMS Standard Operating Guideline

Section:	General
Title:	Training Registration
Date:	08/01/2009 Revised 2/10/16

Purpose

To provide the personnel a procedure for enrolling in Augusta County sponsored training classes.

Standard Operating Procedure

1. Class will be officially announced three different ways:
 - a. Announcement will be placed in the electronic packet for each department for distribution prior to the Augusta County Officers Association.
 - b. Announcement will be emailed to all In-County agencies utilizing the contacts provided on the annual officer forms submitted to ACFR Administration. The announcement will also be sent to the Augusta County career staff to be posted in their respective stations.
 - c. Announcement will be placed on the Fire-Rescue website.
 - d. Announcement will be faxed to each station.
2. When possible departments within Augusta County will get the announcement and have two weeks to register their personnel before the announcement is distributed to outside agencies.
3. A current Augusta County registration form will need to be filled out by each prospective student. The current version is available on the Fire-Rescue website.
4. When registering for an Augusta County Fire Rescue sponsored training event, the following process shall be followed in order to accurately track and respond to course registrations:
 - a. 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 middle of the page. You will find a highlighted link to a fillable/faxable registration form and you will need to click here.

- b. Once the link is opened, fill out the form completely and click the “Submit Form” button at the bottom of the page. Once you click the submit button, the registration is automatically emailed to the Training Division.
 - c. Once the registration is received by the ACFR Training Division, it can be immediately processed and a return email will be generated, as soon as possible, to the individual submitting the registration that will indicate the student has been registered or is on a waiting list for the course.
 - d. 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.
 - e. 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.
 - f. 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.
5. Registration forms will need to be submitted by the closing date noted on the course announcement. Registrations received after the deadline are subject to rejection if logistical needs cannot be met. An example of this would be the additional registrations would exceed the capacity of the classroom or the available instructor resources. If the course fills before the closing date, registrations will be accepted as they came in and placed on a waiting list.
6. Class minimums or maximums will be strictly enforced as noted on the announcement.
7. Student’s email address and phone numbers will be required. If not on the form, we cannot accept registration.
8. After the closing date, registration forms will be compiled and confirmation will be sent by email/mail that an individual is in the class if it was not done upon submission. Several criteria will be used to select students.
9. In-county volunteers or career staff will be accepted on a “first come, first serve” basis. All registration forms will be date and time stamped when received. If several registrations are received on the same date and time, enrollment will be determined by alphabetizing last name.
10. Out of county agencies with first due area in Augusta County will then be accepted on a “first come, first serve” basis.
11. Out of county agencies will then be admitted to fill the class if space is available.
12. All certification courses will have a registration fee associated with them. If the student is an Augusta County volunteer/career member, the fee will not be charged as long as the student completes the program. However, if the student drops out of the program prior to the completion date, the course fee will be charged to the student’s agency or the student directly if they are a career member. All out-of-county students will be charged the fee at the beginning of the course.