

January 3, 2020

To: Interested Persons
From: Mike Freeman, WVPST-Clarksburg PST Director
Re: On-Line Fire Officer 1 and 2

WVPST-Clarksburg will be conducting an on-line fire officer 1 and 2 course. The cost of the course will be \$220 per student which includes textbook, workbook and on-line access. Students must have a personal e-mail account, computer, and high speed internet access. Prerequisites for this course are current first aid/CPR cards (may substitute current first responder, EMT or paramedic card for first aid card only), hazmat awareness and fire fighter 1 and 2. Students wishing to participate in the on-line class must preregister by returning the enclosed form with copies of prerequisites and payment prior to January 24, 2020. The class will begin on February 13, 2020 at 6:00 pm with a meeting at United Technical Center to obtain course materials and instructions. Other dates that the student will be required to be at United Technical Center are March 21 and May 2 at 9 am. **The course is limited to 25 individuals. All assignments and coursework must be completed before the May 2, 2020 meeting date as this will be the final exam.**

While taking the course, students will be expected to participate in the class on-line. You will be interacting with other students who are assigned to your group to complete projects for the class. This will be in addition to the other assignments required for the course.

Students participating in an on-line class need to possess unique qualities. In general, the online student should possess the following qualities:

1. Be open minded about sharing life, work and educational experiences as part of the learning process.
2. Be able to communicate through writing.
3. Be self-motivated and self-disciplined. With the freedom and flexibility of the on-line environment comes responsibility. The on-line process takes a real commitment and discipline to keep up with the flow of the process.
4. Be willing and able to commit to 4 to 15 hours per week for the course.
5. Be able to meet the minimum requirements for the program. The requirements for the on-line are no less than that of any other quality educational program. The successful student will view on-line as a convenient way to receive their education – not an easier way.
6. Be willing to speak up” if problems arise. Many of the non-verbal communication mechanisms that instructors use in determining whether students are having problems (confusion, frustration, boredom, absence, etc.) are not possible in the online paradigm. If a student is experiencing difficulty on any level (either with technology or with the course content), they must communicate this immediately to the instructor. Otherwise the instructor will never know what is wrong.

7. Accept critical thinking and decision making as part of the learning process.
8. Have access to a computer and the internet. Students will be required to have an e-mail address to participate in this program.
9. Be able to think ideas through before responding.
10. Feel that high quality learning can take place without going to a traditional classroom. An online student is expected to:
 - a. Participate in the virtual classroom 5-7 days a week.
 - b. Be able to use the technology properly.
 - c. Be able to meet the minimum standards as set forth by WVPST Public Service Training.
 - d. Be able to complete assignments on time.

Return the enclosed form with payment to:

***WVPST
P.O. Box 40
Bridgeport, WV 26330***

Make checks payable to MDESC

WV Public Service Training

251 Marietta Street, Clarksburg, WV 26301-1936
304-326-7581

Student Information Form

Please print legibly.

Today's Date _____

Course Title		Fire Officer 1 & Fire Officer 2 On-Line		Clock Hours	
Course Location On-line					
Name of Your Organization				County of Residence	
Last Name		First Name		Middle Name	
Address				Birth Date	
				Month	Day
City		State	Postal Zip Code	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Social Security Number			Telephone Number		
E-Mail Address					

Do you belong to a licensed EMS Agency or a Fire Department? Yes No
 Paid ... OR ... Volunteer

If your answer is yes, give name of licensed agency: _____

<p><i>For INSTRUCTOR to complete/verify: FIRE OFFICER 1 & 2</i></p> <p><input type="checkbox"/> Registration \$ <u>220.00</u></p> <p><input type="checkbox"/> Textbook J & B Fire Officer: Principles Practice & workbook \$ <u>included</u></p> <p>TOTAL FEES \$ _____</p>	<p><i>For INSTRUCTOR to complete/verify:</i></p> <p><input type="checkbox"/> Invoice Company _____</p> <p>Address _____</p> <p><input type="checkbox"/> Paid Amount \$ _____</p> <p>by: <input type="checkbox"/> Cash <input type="checkbox"/> Money Order</p> <p> <input type="checkbox"/> Check # _____</p> <p>Class Number : FO 1 FO 2</p>
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PRE-REQUISITES FOR THIS CLASS:

1. Firefighter 1 and 2 Certification
2. Hazardous Materials Awareness Certification
3. Current CPR/First Aid Certification

I have read, and I understand, the above statements; I agree to abide by them. I also affirm that I have all of the pre-requisites required to take this class.

Printed Name: _____

Signature: _____

Student/Instructor Commitment Statement

This course requires a specified number of hours for attendance and practical skills when applicable. This course may also require prerequisites for admission to the class. It is the responsibility of the student to provide proof of having met the prerequisites for the class at the first class session. With the exception of EMT Recertification students who must complete 100 percent of the classroom hours, a student may miss a total of 10 percent of the course, but must complete all required skills to 100 percent. Time missed over and above the allowable absence, or failure to complete all required skills, will have to be made up. Be advised that you are not required to furnish your social security number when completing this form; however, without it your training records may not be available to you in the future.

Student Responsibilities:

1. Act professionally during the course (no gossip during breaks, do not refer to names of individuals when talking about personal experiences, approach the instructor if you have a problem with another student or the instructor, etc.).
2. If you have any issues or complaints with the instructor, another student, or the class and you feel that your issues were not handled correctly or to your satisfaction please feel free to call the Public Service Training Coordinator at 304-326-7581.
3. Read assigned chapters prior to class, come to class prepared, bring required materials/paperwork to each class session, be attentive during class, and do not cause any disturbance during class.
4. Be on time for the class and return from breaks at designated times.
5. Actively participate in the class.
6. Actively participate in the practical skills learning sessions to become proficient in the practical skills.
7. Abide by policies and regulations set forth by governing agencies.

Instructor Responsibilities:

1. Present material in a professional manner, using acceptable teaching methods (lectures, slide presentations, videos, activities, and skills demonstrations).
2. Be prepared for class and have appropriate materials present for class when needed.
3. Class sessions and break periods will begin and end at designated times.
4. Clarify important material by using personal experiences or relate experiences of others on related matters.
5. Demonstrate the skills prior to having students practice them.
6. Give tests when scheduled.
7. Privately speak with students who appear to be having difficulty.
8. Answer questions to best of ability or get the answer from a reliable source.

I have read, and I understand, the above statements; I agree to abide by them. I also affirm that I have all of the pre-requisites required to take this class, and my signature below authorizes WVPST to release my grade in this program to my affiliate agency.

Name: _____ Date: _____
Student's Printed Name

Student's Signature

Name: Rodney Strait Date: _____
Instructor's Printed Name

Instructor's Signature