August 12, 2025

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 $250 per student which includes textbook, and on-line access. Students must have a personal e-mail account, computer, and high speed internet access. Prerequisite for this course is fire fighter 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 August 29, 2025. The class will begin on September 7, 2025 at 12 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 December 14, 2025 at 9 am. The course is limited to 25 individuals. ***All assignments and coursework must be completed before the December 14, 2025 meeting date as this will be the final exam.*** Students should bring the device they are going to use for the course if possible, to the first-class date.

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 MSESC***