

Course Authorization Request

This Course Authorization Request is for:

- In-House Training
 OFST Delivered Course

Course Number

Course Information

Course Title _____

Name of Instructor _____ Instructor's Fire Department or Organization _____

Instructor's Address _____ Instructor's Telephone _____

Instructor FAX _____ Instructor E Mail Address _____

Location of Training _____ County _____

Date of Training _____ Beginning Time _____ Ending Time _____

Date of Training _____ Beginning Time _____ Ending Time _____

Local Contact _____ Telephone _____

Approved Hours _____ Approved Adjunct Instructors _____

Course Fee \$ _____ Minimum Enrollment _____ Maximum Enrollment _____

Open Enrollment Yes/No

Certification Exam Requested Certification Date _____ Certification Time _____

Certification Fee \$ _____ Address of Exam _____

Check boxes below that apply to this course:

- Send student manuals Send audiovisual materials Send National Fire Academy manuals

Additional Information/ Just send the following items

Signatures Required for Form to be Processed

Instructor's Signature _____ Host Organization Official's Signature & Title _____

OFST Use Only

Program Coordinator Approval _____ Date _____

Certification Coordinator Approval _____ Date _____

NOT APPROVED. OFST records indicate that the established criteria to teach and/or host the course have not been met. See attached explanation.

Incomplete Forms Will Be Returned

Course Authorization Request

Instructions for Completion of Course Authorization Request Form

The following instructions should be followed when completing this form. One form is required for each class or course being requested. **For in-house training the form must be received by OFST at least two (2) weeks prior to the class date. For OFST delivered courses, the form must be received by OFST at least 30 days prior to the class date.** Due to the large number of course authorizations received, only those forms that are properly completed will be processed. All other forms will be returned.

Instructions have only been provided for those fields which may not be self-explanatory. A sample of a completed form for in-house training is available at the OFST website – www.osufst.org. If you have questions about the form, or require assistance, contact OFST at 800.304.5727.

Shaded Boxes and Lines. Any shaded box or line is for completion by OFST staff only.

In-House Training or OFST-Delivered Course. If you are requesting approval for a course that will be taught in your organization by you or another instructor from the organization, check 'In-House Training'. If you are requesting a course that will be delivered by OFST, or if the course is being scheduled by a program coordinator, check 'OFST Delivered Course.'

Location of Training. Enter the street address where the training will be delivered and the name of the local department or organization sponsoring the training.

Date of Training. List the date(s) of training and the time the training will be conducted.

Local Contact. This information is crucial. The person's name and telephone should be listed. If the person has an email address it should be listed in the 'Additional Information' box.

Open Enrollment. If you wish OFST to market the course state-wide, select 'Yes' enrollment. If you wish the course to be limited to personnel from your own organization, or from the local area, select 'No'. *OFST will only take registration for the course if 'Yes' is selected.*

Certification Exam Requested. If a certification process is desired at the end of the course or training, check the box. If you check this box, the other certification information must be provided including date of the certification process, the time it will begin, and the street address of the exam or skills testing.

Request for Course Materials. If course materials are required, including student manuals, handouts, audiovisual materials, etc., check the box that applies. Please keep in mind that audiovisual materials DO NOT include projectors and laptops. Arrangements for audiovisual equipment must be made with the appropriate program coordinator.

Additional Information. Any additional information that is important to the delivery of the course should be listed here. This may include additional materials that are needed, contact information, limitations of the training site, etc.

Signatures. For in-house training, the form must be signed by the lead instructor for the course and by an official of the host organization. *In all cases*, the fire chief or their representative must sign the form. Preferably, the fire chief should sign the form, however, the training officer or other senior official *who has the authority to make a commitment for the organization* may sign. The title of the person signing must be listed.

If you need assistance completing the form, contact OFST at 800.304.5727. This form is available in PDF format at www.osufst.org under 'Resources'.