



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 being requested. This form must be completed and submitted at least 30 days prior to the beginning of the class date requested. Only those forms that are properly completed will be processed. All other forms will be denied and returned to the sender.

Instructions have only been provided for those fields which may not be self-explanatory. A sample of a completed form is available at the OFST website – <http://www.osufst.org/resources.php>. If you have questions about the form, or require assistance, contact Sally Knott at 800.304.5727.

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

Course Delivery: Check the box that corresponds with the course support you are requesting.

“**In-house Delivery**” training is being conducted by an OKOHS Instructor that and doesn’t require support, other than end of course certificates, from OKOHS. In order to receive certificates a completed roster is required to be submitted to OSU-FST.

“**In-house/OKOHS Supported**” training is being conducted by an OKOHS Instructor and only requires the support indicated on the Course Support Checklist.

“**OKOHS Delivery**” instructor and all training support will be provided by OKOHS.

A completed "Course Support Checklist" must accompany all "Course Authorization Request" forms.

Maximum Enrollment. List the maximum number of students that will be attending this course. Courses that have enrollments exceeding 30 students will require additional instructors. A minimum of 15 students must be enrolled. OKOHS will not provide support to any class not meeting the minimum enrollment.

Location of Training. Enter the street address where the training will be delivered and the name of the local organization or department sponsoring the training. If additional directions are required to deliver course supplies list them within the “Additional Information” box provided.

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 contact telephone number/s should be listed for daytime and hours the course will be conducted. If the person has an email address it should be listed in the ‘Additional Information’ box.

Requested Support. Indicate the course materials being requested that will be required to conduct the course. Check each box that applies to your location. Please keep in mind that audiovisual materials DO NOT include projectors and laptops. Arrangements for audiovisual equipment must be made by the instructor.

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.

If you need assistance completing the form, contact Sally Knott at 800.304.5727. This form is available in PDF format at www.osufst.org under ‘Resources’.

Send completed forms to:

Sally Knott at Oklahoma Fire Service Training, 1723 W Tyler, Stillwater, OK 74078-8040,
or email to sknott@osufst.org, or fax to 405-744-7377.

Oklahoma Office of Homeland Security (OKOHS)
P.O.Box 11415
Oklahoma City, OK 73136
EMAIL: citizencorps@dps.state.ok.us
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