



Kentucky Community and Technical College System

State Fire Rescue Training

Area 1

5200 Alben Barkely Drive

PO Box 8227

Paducah, Kentucky 42002-8227

Phone 270-534-3444

Fax 270-534-3430

Dear Chief,

I'm sending this letter to request that you return the enclosed form to the above address as soon as possible so that we may schedule your training on the beginning date that you enter on the form.

To assist you on scheduling your training here are some guidelines to follow.

1. **All training requests must come through our office.** We will assign the instructor to your department.
2. **No classes will be taught during the month of December.** This allows our instructors and departments to enjoy the Christmas holidays.
3. **No class will be scheduled to start in the month of June** due to State Fire School starting the first week of June. This also allows us to close out the fiscal year.
4. A reminder that we are getting too lax on the requirement of 10 people in the class. If you feel that you cannot guarantee 10 students, then I highly suggest that you combine with another department to allow this to happen. Last year the problem arose of less than ten and no one coming to the class when the class is scheduled. If the instructor comes to your Department without being notified that you need to reschedule, this will still count toward your 20 hours. We suggest if you know this is going to happen, reschedule the class following the above guidelines.
5. If you wish to have special classes taught, indicate that on the form or the instructor will be coming prepared to instruct on fire related material.
6. If Departments are going to combine hours, I will need a letter stating how many hours each Department is going to combine.

Example; if Dept A and B wish to combine all their 20 hours this office must receive a letter signed by both chiefs giving the combined departments 40 hours. If the departments want they can combine any combination of hours they want.

Please return the enclosed form by **September 1, 2009.** Remember these request will be filled on a first come first serve basis. If not received by the above date, we will consider that you do not want your 20 hours of training and we will use this money on other training.

If you want to see where training is being offered you can go to our website at www.sfrtareal.com.

Sincerely

Charles L. Lott

Charles Lott

Area 1 Coordinator