Spotsylvania County
Fire, Rescue, and Emergency Management
Training Request Form

APPLICANT DATA

ALL FIELDS IN RED ARE REQUIRED TO BE COMPLETED

FOR VOLUNTEER APPLICANTS: Please submit the completed form to your Station Chief or Station Training Officer.
FOR CAREER APPLICANTS: Please submit the completed form to your Battalion Chief or Division Chief.
FOR EXTERNAL APPLICANTS: Please submit the completed form to scfrtraining@spotsylvania.va.us.

Full Name:

Home Address:

Primary Phone:

Secondary Phone:

Rank:

FDID:

Email:

Last 4 of SSN:

Date of Birth:

CAREER	VOLUNTEER	EXTERNAL
Station/Division:	Agency:	Agency:
Supervisor:	Supervisor:	Contact:

COURSE INFORMATION

Course Requested:

Date(s) of Class:

Course Location:

Reason for Attending Course:

Mandatory Class: ☐ Yes ☐ No

Requesting Training SCBA ☐ Yes ☐ No

Only FREM Employees/Volunteers Can Borrow SCBA

*** FREM EMPLOYEES ONLY ***

Category	Amount ($)	Self Pay ($)	County Pay ($)	Reimbursement Requested ($)	ED Leave Hrs	CT Hrs Earned	OT Hrs Earned	VA/CT Leave Requested
Registration								
Books/Manuals								
Lodging								
Meals								
Leave Assignment								

Employee's / Member's Signature _____ Date: _____

Battalion/Division Chief Signature: _____ Date: _____

Chief /Dep. Chief /Training Officer _____ Date: _____

APPROVAL / DISAPPROVAL   Comments:
:

TRAINING DIVISION USE ONLY

Approved ☐   Denied ☐   Date: _____

Name & Rank of Processor: _____

Comments:

IMPORTANT: This Training request form will only be accepted if a training notice has been issued. Training requests not completely filled out will be returned for re-submittal, which may result in rejection due to limited class size.

Understand that certain segments of this training activity may be physically demanding. If you have any questions on these physical requirements; or, if you may need special accommodation to complete the program's activities, please notify the Course Coordinator immediately.

Furthermore, if accepted in the training program, understand that it is your responsibility to attend all required classes. If for some reason you cannot fulfill the program requirements, you must notify the Course Coordinator immediately. Failure to notify the Course Coordinator may affect your eligibility to enroll in future programs.