

# LANCASTER COUNTY

## Emergency Management Agency and Public Safety Training Center 2017-2018 Haz Mat Local Level Training Request Form Instructions

The Lancaster County Emergency Management Agency (LEMA) and the Lancaster County Public Safety Training Center (LCPSTC) have again partnered to sponsor haz mat training tuition costs to the county emergency services and with little paperwork. (Textbooks and expendable items are not included)

As long as an accredited Educational Training Agency (ETA) is used and the minimum number of students is attained, LEMA / LCPSTC will absorb the tuition costs and file the necessary course application on behalf of your organization. All you have to do is complete the attached form and submit it to LCPSTC Fire Training Coordinator.

1. Please complete the Host Agency Name and Address and provide a Facility Contact including phone number and email address.
2. Course section; Check-mark the desired program. (Please use one form for each program)
3. Dates(s) and Time; List the desired dates as well as the starting time of the first day if more than one day is necessary.
4. Educational Training Agency Section; Check your organizations preference. The LCPSTC will file the appropriate course paperwork. If *No Preference* is checked, the ETA selected will be at the discretion of the LCPSTC Fire Training Coordinator.
5. Instructor Information
  - a. If you have not located an instructor, the LCPSTC will attempt to locate an instructor for the desired dates and times listed. The desired dates and times are not guaranteed.
  - b. If you have contacted an instructor and coordinated and confirmed dates and times with him/her, please check this line and provide the instructor name.
6. Sign/Date the Form and submit it to the LCPSTC Fire Service Training Coordinator via fax, electronically or by mail.
7. The LCPSTC will file the information to the appropriate ETA and confirm program delivery with the Facility Contact.
8. Your organization will not be required to complete any other paperwork nor will it be invoiced for the program.
9. Please complete the form in full to avoid discrepancies or delays in scheduling a class.
10. Please note that the minimum student attendance is 10. Also, the maximum student attendance is 30 and students may be turned away if the maximum is exceeded.
11. This form should be submitted **no less than six-weeks before the desired start date of the class**. This is especially important if your organization has not contacted an instructor.
12. ***Each class sponsored through this program is considered an open class; meaning it will be listed on the LCPSTC Course Calendar with local point of contact for interested parties to contact for space availability. Rosters for these programs will be maintained by the hosting agency. The LCPSTC will not compile or maintain student rosters for these programs.***
13. ***It is the responsibility of the local point of contact AND the instructor to submit a final student attendance report to the Fire Training Coordinator at the LCPSTC within three days of course. This is necessary to support funding and reporting requirements.***
  - \*\***Host Agency may be invoiced and responsible for payment of the class if student attendance reports are not provided.**

**LANCASTER COUNTY**  
**Emergency Management Agency and Public Safety Training Center**  
**2017-2018 HAZ MAT LOCAL LEVEL TRAINING REQUEST FORM**

Host Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Facility Contact: \_\_\_\_\_  
Name (Please Print) Phone Number

\_\_\_\_\_  
Email Address

**Course** (Check-mark the Desired Program) – Complete separate form for each program desired.

- Haz Mat Awareness\*\*\* (HMA) (4 hours) – Minimum Age 14  
 Haz Mat Awareness Refresher (HMAR) (2 hrs) -Minimum Age 14  
 Haz Mat Operations\*\*\* (HMO) (24 hours) - Minimum Age 16  
 Haz Mat Operations Refresher\*\*\* (HMOR) (6 hours)- Minimum Age 16

NOTE: **Minimum** Number of 10 students needed to conduct any program listed above.

**Maximum** Number of 30 students permitted for any class above.

\*\*\* - **Textbooks and expendable items are not included.** These items are the responsibility of the host (fire department) agency.

**Date(s) / Times:** Dates(s) \_\_\_\_\_  
(List all dates for the program if applicable)

Start Time (First Day): \_\_\_\_\_

**Educational Training Agency (ETA) Preference**

- Bucks County Community College  
 Harrisburg Area Community College  
 No Preference

**Instructor Information**

- Locate an instructor  
 Instructor Contacted and Dates Confirmed by Host Agency

(Instructor Name: \_\_\_\_\_)

Facility Contact Signature: \_\_\_\_\_

**NOTE:** Signing this form acknowledges that the hosting agency will abide by all parameters listed on the instruction form including post-class attendance reporting. A fire department failing to submit the attendance report criteria will be invoiced for the course costs.

Today's Date: \_\_\_\_\_

Fax to 717-537-4196, or Email it to [tkirkpatrick@co.lancaster.pa.us](mailto:tkirkpatrick@co.lancaster.pa.us) ,  
or mail to LCPSTC c/o/ Todd Kirkpatrick, 101 Champ Blvd., Manheim PA 17545