Eastern Shore Regional Fire/Rescue Training Center	
Training Delivery	
Subject:	Course Registration
Effective Date:	June 29, 2011
Revised Date:	
Policy Number:	101.1
Signature of Approval:	Chair of ESRFTC

PURPOSE
To provide an standard procedures for administering training programs thru the ESRFTC.

SCOPE
This policy shall cover all VDFP funded and locally funded training classes sponsored by the ESRFTC.

DEFINITIONS

PROCEDURES

1. Yearly Course development.
   a. The Committee shall develop a slate of training programs to be offered in the region for the following Fiscal Year.
   b. A complete calendar shall be developed with dates of the training classes and published to the departments, by various means.
2. Announcement of Course registration
   a. Courses listed in the yearly training plans shall be open for general or limited registration not more than 60days prior to the class.
   b. The committee as needed may change the above requirement, without a policy change, when the reason is documented and advertised.
3. Registration
   a. Student shall register through the approved ESRFTC site OR when applicable through Virginia Department of Fire Programs (VDFP) website OR by contacting the Accomack County Department of Public Safety.
4. Student enrollment
   a. All Locally funded classes and VDFP classes shall have a minimum of 12 student enrolled in the class, in order for the class to take place.
   b. Locally funded classes shall have a minimum of 10 people on the first day of class.
   c. VDFP rules shall apply for VDFP funded training classes on the 1st day of class.
5. Student Cancelation
   a. Student shall be required to cancel their registration not less than 72hours prior to the start of the class.
   b. Cancellation can be done through registration system email or by calling the Accomack County Department of Public Safety.
6. Students who cancel less then 72hrs prior or do not show for class
   a. Students who cancel less than 72hrs or do not show-up the first day of class shall be considered "No-Show". Enforcement actions for these students is defined in the