



# OHIO FIRE CHIEFS' ASSOCIATION

OHIO FIRE AND EMERGENCY  
SERVICES FOUNDATION

PREMIER • PROFESSIONAL • PROACTIVE

## Fire Officer I Program Hosting Specifications

We are prepared to bring this high quality class to you. Currently, no one else offering this program will do the same. All of our instructors are officers with many years' experience. There are no firefighters teaching firefighters. Fire departments participating in this program get better trained officers. However, in order to deliver this prestigious course that includes in class lectures, large and small group discussions, oral presentations, written assignments, research, and role playing, certain specifications must be met. They include:

**Class Size:** Classes are offered for a minimum of 16 students and a maximum of 24. Tiered pricing reflects class size and is as follows:

16 Students	\$750/student
17 Students	\$710/student
18 Students	\$675/student
19 Students	\$650/student
20 Students	\$620/student
21 Students	\$600/student
22 Students	\$575/student
23 Students	\$555/student
24 Students	\$540/student

*\*If you are the member of the OFCA, you will receive a \$250.00 Dominion Scholarship for the Fire Officer class, which will be applied to your invoice – as long as monies are available.*

Pricing includes 80-hour class, materials, and student books.

**Registration Deadline:** You must have the minimum number of students required and provide such a list to the OFCA office **ONE** month in advance of your scheduled class. If the minimum is not met 30 days out, the class will be cancelled. However, additional students (not to exceed 24) will be accepted up to one week prior to the scheduled program.

**Payment:** Full payment must be made 30 days prior to the scheduled class.

**Schedule:** This is an 80-hour, 2-week course. Classes run Monday through Friday beginning at 9:00 am daily.

- Room Requirements:** Minimum of 900 square feet;  
15 – 2x5 tables (Room must be set up prior to our arrival);  
1 additional break out room
- AV Requirements:** Screen  
Projector  
Internet capabilities  
Printer access  
Power strips or appropriate number of outlets
- Hotel:** The host site must provide the names and address of at least two suitable hotels in the area to house instructors and any out of town students. The hotels must have close proximity to the classroom and provide FREE internet capabilities.
- Supplies:** Coffee machine  
Pop, water, and snacks for breaks  
Paper plates, napkins, cups, and silverware
- Meals:** Meals are on your own. Please have a list of local eateries available on site for out of town students/instructors.

**CANCELLATION POLICY:**

The host site must guarantee the minimum number of students (16 to 24) thirty (30) days prior to the scheduled program or the program will be cancelled. The host site must provide a written notice of their intent to cancel thirty (30) days prior to the intended date of cancellation.

In the event a student drops out of the program after the minimum number guarantee is finalized and the program date has been secured, no refund will be issued to that student. Monies collected will be held for the student to participate in a future program or can be used for a replacement student in the scheduled class.