Fire Officer II Program Hosting Specifications

This course builds on the experience learned in the Fire Officer I class and is step 2 in preparing Ohio's Fire & Emergency Services Leaders for the challenges facing them tomorrow. The Fire Officer II program requires team work, group projects, application, analysis and synthesis. As the officers attain the rank of Fire Officer II, their responsibilities include the management and leadership of multiple projects and companies. It is essential for the Fire Officer II to be able to prioritize the multiple demands on the time of the organization, the companies, the crews and the teams by working in groups. Time management is essential.

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, 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	$520/student
17 Students	$490/student
18 Students	$465/student
19 Students	$445/student
20 Students	$420/student
21 Students	$405/student
22 Students	$390/student
23 Students	$375/student
24 Students	$360/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 44-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 a 44-hour, 1-week course. Classes run Sunday through Friday. Sunday's class begins at 1:00 pm; the remainder begin at 9:00 am each day.
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.