



Fire Service Technology Course Request



NOTE: All training requests need to have instructor arrangements made and confirmed prior to submitting the course request to FST. If you need assistance in identifying a qualified instructor for the requested course, contact FST for a list of instructors in your geographical area. Approval will depend on the number of courses requested, special need, and budget allocation. Course request must be submitted at least 45 days prior to the start of course.

+PLEASE PRINT CLEARLY AND COMPLETE ALL REQUESTED INFORMATION+

TYPE of course being requested:	<input type="checkbox"/> FIRE	<input type="checkbox"/> HAZMAT	<input type="checkbox"/> NFA	Today's Date:
Title of Course:				Course Number:
Do you need books for this course:	<input type="checkbox"/> Yes <input type="checkbox"/> No		How Many?	
Host Department Name:				
Address:			City: State, Zip:	
Contact Person:		E-Mail Address:		
Day Phone:	Cell Phone	Fax:		
Starting Date:			Total Hours:	
Confirmed Instructor(s):			Mentoring Instructor(s):	
Day Phone:	Cell Phone:	E-Mail:		
Address:				
Instructional costs paid by:	<input type="checkbox"/> FST	<input type="checkbox"/> Host	<input type="checkbox"/> Other/N	In-House Course <input type="checkbox"/> Yes <input type="checkbox"/> No
HOW MANY people are anticipated to attend this course?			Maximum Class Size?	

Note:

- An Action Plan is required for extended periods of training (*When and how often will you meet, the number of hours per training session, and if there are multiple instructors, the number of classes and hours they will teach*).
- Minimum class size is ten (10) students unless a smaller class size is approved in advance by FST.
- Use of instructors outside of the local area must be approved in advance by FST.

Send To: College of Eastern Idaho
 Fire Service Technology
 1600 S. 25 E.
 Idaho Falls, ID 83404

Questions? Contact Dean Ellis:
 Phone: 208-535-5442
 Fax: 208-523-1815
 E-mail: dean.ellis@cei.edu

Office Use Only (please do not write in this space)

Acknowledged (date): _____ By(initials): _____ Course Code: _____
 Mentoring Instructors: _____ Course#: _____