



# 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 <input type="checkbox"/> Other			
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:**

- *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](mailto:dean.ellis@cei.edu)

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

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